



## Standards of Academic Progress Maximum Timeframe Appeal Information Spring 2015

Students receiving financial aid are required to maintain Satisfactory Academic Progress (SAP) according to federal regulations. Academic progress at Lakeland is measured in four ways at the end of each semester:

1. Maintaining the required 2.00 cumulative grade point average (GPA).
2. Successful completion of at least 67% of the total credit hours attempted.
3. Completion of the degree or certificate within 150% of the credit hours required for the Program - (maximum timeframe)
4. Students who have GPA hours and have a 0.00 GPA for the semester will be ineligible for future financial assistance.

If your eligibility for federal and/or state financial aid has been terminated because you are not meeting one of the requirements of the Standards of Academic Progress Policy, you have the right to appeal that termination. The Appeal Committee will consider appeals based on extenuating circumstances that prevented you from successfully meeting these standards. **The decision of the Appeal Committee is final.**

### **To appeal your ineligibility for federal and/or state financial aid due to maximum time frame you must:**

- Complete the Standards of Academic Progress Maximum Timeframe Appeal form.
- Provide written explanation of the extenuating circumstances that prevented you from successfully completing your program within the time frame permitted.
- Provide supporting documentation from a professional third party (i.e., doctor, employer, etc.) . If your extenuating circumstances includes a situation that involves another person, you must include documentation of their relationship to you. The Appeal Committee will only review the materials that you provide; therefore, it is your responsibility to thoroughly document your appeal.
- If you are appealing for aid to complete a degree or certificate at Lakeland Community College (LCC), meet with a LCC academic counselor to develop an academic plan. You must obtain the Academic Plan Form from the Financial Aid Office before meeting with a counselor.
- If you are appealing for aid for Bridge Courses for your degree at Cleveland State University (CSU) or Franklin University, meet with an advisor there to complete the appropriate Bridge Course Form. You must obtain the Bridge Course Form from Lakeland's Financial Aid Office before meeting with an advisor at CSU or Franklin.
- Submit your appeal by the deadline listed on the appeal form. (See other side)

### **Incomplete Appeals or Missed Deadlines**

Incomplete appeals or appeals submitted after the deadline will not be reviewed. To be considered for financial aid for future semesters a new appeal must be submitted.

### **Notification**

You will receive notification via your Lakeland email regarding the decision of your appeal.

### **Important Information Concerning your Tuition Charges**

It may take 15 business days or more after an appeal is submitted to the Financial Aid Office before a decision is made. If a decision has not been made on your appeal by the time your tuition is due, you must make payment arrangements with the Cashier's Office or you may be deleted from your registered classes for non-payment. Keep in mind, if your appeal is denied, you are responsible for any charges on your account.



STANDARDS OF ACADEMIC PROGRESS  
MAXIMUM TIMEFRAME APPEAL FORM  
Spring 2015

Lakeland ID Number

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Name \_\_\_\_\_

Phone \_\_\_\_\_

**Since you have attempted the maximum number of credits permitted, you must explain and document the reason(s) you need more time to earn your degree/certificate.**

**Deadline to submit appeal for Spring 2015:**

1st and Full Term Session  
2nd Session ONLY

January 10 (enrolled in at least one 1st or Full Term class)  
March 14 (not enrolled in ANY 1st or Full Term classes)

**Current Major:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_

**Initial (do not check) each line indicating you have read and understand each statement.**

- \_\_\_\_\_ I understand my appeal for Spring 2015 must be submitted to the Financial Aid Office by the deadlines listed above to be considered.
- \_\_\_\_\_ I know/understand the reason(s) why I need to submit this appeal.
- \_\_\_\_\_ I understand if I don't attach a written statement, supporting documentation, **and** my academic plan from my counselor and/or Bridge Course Form for Cleveland State or Franklin University my appeal will not be reviewed.
- \_\_\_\_\_ I understand my written statement must include what has changed in my situation, if applicable, that is going to allow me to earn my degree/certificate.
- \_\_\_\_\_ I understand if a decision has not been made on my appeal by the time my tuition is due, I must make payment arrangements with the Cashier's Office or I may be deleted from my registered classes for non-payment.
- \_\_\_\_\_ I understand if my appeal is denied and I have signed up for the Tuition Loan Plan, I am responsible for any charges on my account.
- \_\_\_\_\_ I understand the decision of the Appeal Committee is final.
- \_\_\_\_\_ I understand it may take 15 business days or more for a decision to be made on my appeal.
- \_\_\_\_\_ I understand I will receive a response via my Lakeland email once a determination has been made.
- \_\_\_\_\_ I understand if my appeal is approved, I must successfully complete 100% of the classes listed on my academic plan each semester of enrollment and my financial aid will be restricted to include only those classes. *Note: You must be enrolled in at least 6 credit hours from your Academic Plan to be eligible for Direct Loans.*

By signing this worksheet, I certify that all the information reported to qualify for federal and state student aid is complete and correct. I also certify that I am aware and understand the Standards of Academic Progress Policy and Appeal procedures.

Student Signature/Date: \_\_\_\_\_

=====OFFICE USE ONLY=====

Approved

Academic Plan (MAXPLN) for \_\_\_\_\_ degree \_\_\_\_\_ certificate.

Denied

- No documentation
- No written statement
- No extenuating circumstances
- No academic plan attached
- No other appeals on file
- Previous appeals & type: \_\_\_\_\_

Comments \_\_\_\_\_

Initial and Date \_\_\_\_\_