

Satisfactory Academic Progress Appeal Guidelines

Office Use Only
GUIDE

If your academic performance does not meet established SATISFACTORY ACADEMIC PERFORMANCE standards - you are **INELIGIBLE** for financial assistance.

Guidelines are in place to ensure you are **PROGRESSING** appropriately toward your chosen academic pursuit.

To remain eligible for financial aid you must:

- ❖ Be a regularly enrolled student in an approved degree or certificate program.
- ❖ Enroll only in courses that are required for your declared degree or certificate program.
- ❖ Be on **PACE** by completing at least 67% of all attempted semester credit hours.
- ❖ Maintain at least a minimum 2.0 cumulative **GRADE POINT AVERAGE**.
- ❖ Complete requirements for an associate degree within **MAXIMUM TIMEFRAME** (150% of hours in major).

Students placed on Financial Aid Suspension based on failure to meet one or all of the established standards may submit a Letter of Appeal for any of the following reasons:

- ❖ **The death of a relative**
- ❖ **An injury or illness of the student**
- ❖ **Other special circumstances**

You may present "Special Circumstances" as the basis of your appeal **IF** the following criteria apply:

- **Unusual/extraordinary situation**
- **Involved Circumstances beyond your control**
- **Occurred during the pertinent period of enrollment**
- **Significant enough to result in academic performance to fall below established standards**

SPECIFIC GUIDELINES FOR WRITTEN APPEALS:

1. Put some effort into it.
2. Be honest & thorough - Clearly explain the basis of your appeal.
3. Explain what has changed to allow you to make academic progress.
4. Provide separate documentation to support basis of appeal.

Failure to provide documentation WILL result in a denied appeal.

Acceptable documentation examples:

≈ death certificate ≈ physician statement ≈ court document ≈ affidavit
Financial Aid personnel will **not** be responsible for deciphering and/or interpreting large volumes of random medical records, bills, insurance statements, depositions or irrelevant paperwork.

5. You will have ONE chance to present your case. **Multiple letters WILL NOT be accepted.**
6. Typed | 12 point font | Times New Roman
7. Full Name | Student ID | Signature | Date
8. Attach degree works degree plan (**only for maximum timeframe appeals**)
9. Attach SAP appeal cover sheet

Notifications & Timelines

Notifications regarding appeal requirements, appeal status, and appeal decisions can be seen on your self-service Banner account. **Please check your LIT Self-Service Banner account regularly.**

Make payment arrangements with cashiering to ensure you are not dropped for nonpayment.

Registering for classes at LIT will result in a financial obligation to the school. YOU are financially responsible for your student account.

DO NOT STOP ATTENDING class while awaiting decision. **Failure to continue courses may result in denial of a pending appeal.**

For more information regarding SAP, you may review the SAP policy using the following link:
<http://www.lit.edu/common/pdfs/finaid/AppealGuidelines.pdf>

IMPORTANT REMINDERS:

- ❖ Financial Aid is designed to **HELP** with your college expenses.
- ❖ There are **NO GUARANTEES** that ALL costs will be covered. (be prepared to have your books and supplies when classes begin each term)
- ❖ FAFSA is just the starting point for determining your FINANCIAL eligibility.
- ❖ It is **YOUR** responsibility to keep yourself academically eligible. Poor academic performance on **YOUR PART** may VOID Financial Aid eligibility.
- ❖ **All decisions made by the Financial Aid Appeal Committee are FINAL!**