

# 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 70% 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. 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.

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