



Office Use Only  
**APPEAL**

## Appeal for Exceeding Maximum Time Frame

**Student Name:** \_\_\_\_\_ **LU Student ID:** \_\_\_\_\_

### SECTION A: Appeal Information, Timeline, and Notifications

#### APPEAL INFORMATION:

Students must earn their degree within 150% of the credit hours that are required for that degree.

- Attempted credit hours are used for the 150% calculation.
- A student pursuing a double major or multiple degrees must earn his/her first bachelor's or graduate degree within the 150 percent maximum time frame standard. Students with minors also must still meet the 150% requirement.
- All transfer credit hours posted to the official transcript record (and all courses removed through the Academic Fresh Start process) will be counted as attempted credit hours, whether or not they are applicable to the student's current degree.

Your financial aid has been suspended because you are close to or are exceeding the Maximum Time Frame allowed by the Department of Education for your financial aid. Although not required to, Lamar University permits students to appeal their suspension under certain circumstances allowable under federal regulations.

- Injury or illness to the student. (Documentation required) ex. Doctor/ Hospital note
- Death of an immediate relative. (Documentation required) ex. Obituary showing relationship
- Other circumstances beyond the control of the student. (Documentation required) ex. Transcripts, emails, pay stubs

**TIMELINE:** Appeals are typically reviewed by the appeal committee within 10 to 12 business days after submission. **You are responsible for making payment arrangements with Cashiering to ensure you are not dropped for nonpayment.**

**NOTIFICATIONS:** Notifications regarding the appeal requirement, the status of your appeal, or the appeal decision are sent only to your Lamar University Student Email Account. Please ensure you check this email account regularly.

**MORE INFORMATION:** You can view the SAP Policy at <http://financialaid.lamar.edu/resources/academic-standards.html>

### SECTION B: The Appeal Process

#### DEADLINE INFORMATION:

Check (✓) one semester for which you are appealing to have your financial aid eligibility reinstated.

✓	Semester	Appeal Deadline	Past Appeal Deadline – See Page 3 In-progress grades are required for each course
	Fall	12 <sup>th</sup> class day	After 12 <sup>th</sup> class day
	Spring	12 <sup>th</sup> class day	After 12 <sup>th</sup> class day
	Summer	4 <sup>th</sup> class day of second part of term	Not applicable for summer term

#### STEPS TO COMPLETE THE APPEAL PROCESS:

In order for your appeal to be reviewed, you will need to complete the following steps:

1. Review, complete, and sign this appeal form in its entirety, based on the following:
  - a. Complete Pages One and Two if you are not meeting Satisfactory Academic Progress.
  - b. Complete page 3 if submitting past the deadline.
2. Attach a **TYPED** letter that explains why you have not completed your degree within the allowed time frame.
3. Attach documentation that backs up the circumstances explained above. **Appeals without documentation will not be reviewed.** Documentation includes anything that supports the circumstances explained in your appeal, including, but not limited to, doctor's notes, obituaries, tutoring plan, letter of recommendation on letterhead, etc.
4. Submit this form, your appeal letter, and documentation back to the Office of Scholarships and Financial Aid.

PLEASE CONTINUE TO NEXT PAGE



**Student Name:** \_\_\_\_\_

**LU Student ID:** \_\_\_\_\_

**SECTION C: Maximum Time Frame Appeal Conditions and Academic Plan**

The following conditions below will apply **IF** your Maximum Time Frame appeal is approved. You will remain on Academic Plan until you meet the required GPA for your Financial Aid. You must review each condition item listed below. **If you do not understand any of the appeal condition requirements please contact our office.**

**MAX TIME FRAME ACADEMIC PLAN CONDITIONS: Review each of the following requirements:**

- I agree to pass all enrolled courses for each term of probation and end each semester with a GPA of 2.0 or better (undergraduate) / 3.0 or better (graduate).
- I understand earning a grade of D, U, Q, F, NG, I or W will break my Academic Plan agreement and any future financial aid will be denied.
- I understand I am required to continue to meet my Academic Plan conditions each semester I am enrolled until I graduate. The Lamar University Financial Aid Maximum Time Frame requirements can be viewed at <http://financialaid.lamar.edu/resources/academic-standards.html>
- I understand that my courses will be reviewed at the end of each semester and after the 12<sup>th</sup> class day to verify my compliance with my Academic Plan conditions.
- I understand that my Financial Aid will be denied if I do not meet all Academic Plan conditions. I also understand that if my appeal is denied I will not be allowed to appeal again until a degree is obtained.

**SECTION D: Certification and signature – PLEASE SIGN AND DATE BELOW**

I certify that I understand and agree to the conditions of this appeal. I certify that I have reviewed this appeal document and that I have attached to this completed appeal form both a letter of appeal explaining the circumstances regarding my situation and documentation that supports the circumstances explained in my letter of appeal. I understand that failure to meet the appeal conditions will result in the cancellation of my Financial Aid.

**STUDENT'S SIGNATURE      DATE      PHONE NUMBER**

**Your academic advisor must fill out the following degree plan or courses that are LEFT for you to complete.** Be advised – If your appeal is approved, only the courses listed on this plan will be funded. Any other courses (i.e. leveling courses, courses taken to improve GPA, courses taken for personal gain) will not be funded and you will violate the appeal conditions. If more courses are needed than the allotted space below then you may also submit a degree audit plan signed by your advisor that clearly lists the remaining coursework.

**EXPECTED GRADUATE DATE:** \_\_\_\_\_

Course # and Name	SEMESTER Intended	Course # and Name	SEMESTER Intended
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

**Advisors Name:** \_\_\_\_\_ **Date of completion:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

 **Student Name:**

**LU Student ID:**

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**SECTION E: IN-PROGRESS GRADES REQUIRED IF SUBMITTING AFTER DEADLINE**

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*\*Do not complete this section if submitting appeal before the deadline.*

**\*Only professors are to complete this section\***  
**Record the Current Semester's In-Progress Grades.**

*In-progress grades are required for all students enrolled in the current term appealing after the regular appeal deadline, whether appealing for the current term or a future one. You may attach an In-Progress grade from your professor's official Lamar University E-Mail Address.*

Course#	Credits	Grade	Professor's Printed Name/Signature	Ext.

Signing below certifies the following:

- My professors filled out the table above.
- The grades above are true and accurate for the current semester I am attending.

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Student Signature / Student ID

Date

Phone Number