



Office Use Only
APEL#

Satisfactory Academic Progress Appeal Form

Student Name: _____ **LU Student ID:** _____

SECTION A: Appeal Information, Timeline, and Notifications

APPEAL INFORMATION: Your financial aid has been suspended because your GPA is below 2.0-undergraduate, 3.0-graduate and/or you have earned less than 75% of the total hours you have attempted. 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 reviewed within 7 to 10 business days. During peak times the review time may be longer. Appeals going to the committee may take up to 2 weeks to be reviewed. **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: Steps to Complete the Appeal Process

DEADLINE INFORMATION: Appeals will not be accepted after the last day of class for that semester.

→ Check (✓) the semester for your appeal. Please select ONE only.

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

STEPS TO COMPLE 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 of appeal that thoroughly explains the circumstances that prevented you from meeting SAP. Please explain the steps you are taking to improve your academic progress.
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.

PLEASE CONTINUE TO NEXT PAGE



Student Name:

LU Student ID:

SECTION C: Conditions for Appeal Approvals (Academic Plans)

The following conditions below will apply **IF** your SAP appeal is approved. You will remain under Academic Plan conditions until you are meeting the required academic progress standards. You must review each condition listed below. **If you do not understand any of the condition requirements please contact our office.**

Log into your Self Service Banner: Click Financial Aid Tab → Click Eligibility → Click Academic Progress to see your current academic progress status for financial aid.

GPA 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 2.25 or better (undergraduate) / 3.25 or better (graduate).
- I understand earning a grade of U, Q, F, NG, I or W will break my probation 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 am meeting the academic requirements of the Lamar University Financial Aid GPA requirements at <http://financialaid.lamar.edu/resources/academic-standards.html>
- I understand that my grades will be reviewed at the end of each semester to verify my compliance with my Academic Plan conditions.
- I understand that my Financial Aid may be denied if I do not meet all Academic Plan conditions. I also understand that if my appeal is denied I will have an opportunity to regain my eligibility by, completing at least 6 hours of academic enrollment required for my degree over a long semester at Lamar University with a semester GPA of 2.25 or better for undergraduates or 3.25 for graduates. If more than 6 hours are taken, all credit hours must be completed with a passing grade. Once these conditions are met, I must notify the Financial Assistance office in writing to have my exemption eligibility reviewed.

COMPLETION RATE 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 CUMULATIVE GPA of 2.0 or better (undergraduate) / 3.0 or better (graduate).
- I understand earning a grade of F, U, Q, QL, NG, I or W will break my probation 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 am meeting the academic requirements of the Lamar University Financial Aid GPA requirements at <http://financialaid.lamar.edu/resources/academic-standards.html>
- I understand that my grades will be reviewed at the end of each semester 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 have an opportunity to regain my eligibility by, completing at least 6 hours of academic enrollment required for my degree over a long semester at Lamar University with a semester GPA of 2.25 or better for undergraduates or 3.25 for graduates. If more than 6 hours are taken, all credit hours must be completed with a passing grade. Once these conditions are met, I must notify the Financial Assistance office in writing to have my exemption eligibility reviewed.

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

CONTINUE TO THE NEXT PAGE ONLY IF YOU ARE SUBMITTING YOUR APPEAL AFTER THE DEADLINE



Student Name:

LU Student ID:

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

**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.

Student Signature / Student ID

Date

Phone Number