SECTION A: Appeal Information, Timeline, and Notifications

APPEAL INFORMATION: Your waiver/exemption 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 and/or you are close to or exceeding Maximum Timeframe. The Texas Higher Education Coordinating Board (THECB) permits students to appeal their suspension under certain circumstances allowable under state regulations.

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

TIMELINE: Appeals are reviewed within 7 to 10 business days. During peak times the review time may be longer. 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.

SECTION B: Check (✓) the semester for your appeal. Please select only ONE.

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<th>Semester</th>
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<td>Fall</td>
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<td>Summer</td>
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SECTION C: Provide the following documents 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, and sign page Three if you are not meeting the GPA and/or Completion Rate requirements.
   b. Complete Pages One, Two, and Three if you have exceeded your degree plan by 30 or more hours.

2. Attach a TYPED letter of appeal that thoroughly explains the circumstances that prevented you from meeting the GPA and/or Completion Rate requirements for the tuition/fee exemption, or that prevented you from graduating within the allowable time frame. Please also 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
SECTION D: Conditions for Appeal Approvals (Academic Plans)

The following conditions below will apply if your Waiver/Exemption appeal is approved. You will remain under Academic Plans 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.

**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 Waiver/Exemption 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 Texas Senate Bill 1210.
- 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 exemption will be denied if I do not meet all appeal approval conditions. If your exemption is denied you will have an opportunity to regain eligibility by completing at least 6 hours of academic enrollment required for your 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, you must notify the Financial Aid office in writing to have your 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 Texas Senate Bill 1210.
- 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 exemption will be denied if I do not meet all appeal approval conditions. If your exemption is denied you will have an opportunity to regain eligibility by completing at least 6 hours of academic enrollment required for your 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, you must notify the Financial Aid office in writing to have your exemption eligibility reviewed.

**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 must continue to meet appeal approval conditions each following semester of enrollment until you are meeting the academic requirements of Texas Senate Bill 1210.
- I understand my grades will be reviewed at the end of each semester to ensure you have met all appeal approval conditions.
- I understand that my exemption will be denied if you do not meet all appeal approval conditions.
- I understand I will not be able to re-appeal if I break Max Time Frame appeal conditions. (This will result in the loss of my waiver/exemption until I am meeting the Max Time Frame requirements of Texas Senate Bill 1210.)
**SECTION E: 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 denial of my Waiver/Exemption.

STUDENT’S SIGNATURE   DATE   PHONE NUMBER

**SECTION F: Remaining Required Coursework**

**Excessive Hours Remaining Coursework**

*ONLY complete table this if you have exceeded your degree plan by 30 or more hours and the Excessive Hours condition applies to you as an undergraduate*

Your academic advisor must fill out the following degree plan or courses that are LEFT for you to complete. Be advised – if your waiver/exemption 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 exempted from tuition/fees and you will violate the terms of your appeal.

**Expected Graduation Date: ________________________**

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Advisors Name: ___________________________________________ Date of completion: ____________________________

Advisor Signature: _________________________________________ Office Phone: ________________________________