



Satisfactory Academic Progress (SAP) Appeal Form

Eligibility for federal financial aid is based on maintaining Satisfactory Academic Progress (SAP). If you are not meeting SAP requirements you may submit a SAP Appeal if you have suffered undue hardship or mitigating circumstances. A SAP Appeal is a request that asks the Student Financial Aid and Scholarship Committee to consider reinstating your eligibility to receive aid. You may contact the Financial Aid Office to find out the deadline for the next scheduled meeting.

Please complete all steps outlined on this form. Appeals will **NOT** be considered for a semester that has already ended. It is your responsibility as a student to pay all outstanding balances by your fee payment deadline while waiting for an appeal decision. Regardless of the appeal decision, you are responsible for any late fees incurred and/or any scheduled payment plan drafts. **Failure to complete any step listed below will automatically void your appeal.**

Step 1: Student Information *Please use blue or black ink only when completing this document.*

Name(Print): _____ Student ID: _____

Email Address: _____ Phone Number: _____

This email address will be used for notification.

Step 2: Reason for Financial Aid Suspension

The reason for my financial aid suspension (check all that apply):

- I currently have a cumulative grade point average (GPA) below the required minimum standards
- I currently have a cumulative pace rate (hours earned) below the required minimum standards
- I have exceeded the maximum credit hour limit (150% rule). My degree program is ____ number of hours. I have attempted ____ number of hours and have still not earned my degree.
- I am a Practical Nursing (PN) student. I've been dropped from the PN program for making less than 82%.
- I had a financial aid appeal approved, was placed on financial aid probation, and did not meet the terms of my academic plan
- I possess terminal/professional degree.

Step 3: Appeal Information and Documentation

In order for an appeal to be considered, your circumstances must meet at least one of the criteria in the chart below. Please indicate below which situation(s) best applies to the academic difficulty you experienced. All appeals should be submitted with supporting documentation. Examples of acceptable documentation are listed below. The documentation and appeal should be submitted together in a PDF or Word format if submitting electronically.

Check the Circumstance(s) that Apply	Strongly Encouraged Documentation (must include dates)
<input type="checkbox"/> Severe illness, medical condition or injury	<input type="checkbox"/> Signed and dated physician statement verifying medical problem(s) experienced, treatment received, clearance to return to school/work; legible copy of accident
<input type="checkbox"/> Death of family member	<input type="checkbox"/> Copy of death certificate and/or dated obituary from newspaper
<input type="checkbox"/> Traumatic life-altering event such as fire, flood, hurricane, etc.	<input type="checkbox"/> Evidence of event such as insurance claim or FEMA application
<input type="checkbox"/> Other circumstance (Please clearly state the circumstance if not listed above): _____ _____	<input type="checkbox"/> Appropriate documentation which will verify situation

Step 4: Appeal Letter

You must submit a typed and signed letter explaining why you should be granted an appeal. Address each reason(s) you selected in Step 2 by answering the questions below. One or more reasons may apply to your situation. Ex: If your GPA and Hours Earned are below the required minimum standards, answer only the questions pertaining to GPA and Hours Earned. Be thorough and include the circumstances that explain your situation.

GPA: You need to state/answer (A) what the problem was that did not allow you to meet the minimum GPA requirement; (B) when did the problem occur; (C) how long did the problem last; (D) how did this affect your ability to complete your coursework; and (E) the steps taken to ensure that the minimum standards will be met at the next evaluation. Be as detailed as possible.

Hours Earned: You need to state/answer (A) what the problem was that did not allow you to meet the minimum pace rate requirement of 70% of all classes attempted; (B) when did the problem occur; (C) how long did the problem last; (D) how did this affect your ability to complete your coursework; and (E) the steps taken to ensure that the minimum standards will be met at the next evaluation. Be as detailed as possible.

150% Rule: You need to explain why you have exceeded the number of credits required for graduation from your program of study. You should explain all F's, I's, W's, and Repeats and why they occurred. If you took any classes that do not count toward your current major, please explain. Be as detailed as possible. **You must submit a statement or memo signed by your college advisor along with a degree plan stating how many hours you need to graduate or complete your program and the classes to be completed. Your appeal will not be considered without the signed statement or memo from your advisor.**

Terminal/Professional Degree: You need to explain why you are returning to school after possessing a terminal/professional degree.

Step 5: Understanding Academic Plan/Financial Aid Probation

If your appeal is approved, you will continue receiving federal financial aid on a probationary status if the following terms of the academic plan are met. Your academic progress will be monitored at the end of every semester for as long as you are on financial aid probation.

- Undergraduate students on financial aid probation must make the following grades: "A", "B", "C", or "P". Failure to earn these grades results in financial aid suspension.
- Graduate students must earn "A", "B", or "P" grades. Failure to earn these grades results in financial aid suspension.
- The grade of "W" results in financial aid suspension. Do not withdraw from classes.
- If you are on financial aid probation because you have exceeded 150% of the hours required for your degree, **you will only receive federal financial aid for the courses listed on the degree plan submitted with your appeal.** You must complete the classes on your degree plan with the grades noted above. If you register for a course(s) not on your degree plan, you will not receive financial aid for that course(s) and will be responsible for the payment of that course(s). It is your responsibility, not your academic advisor, to register only for the course(s) listed on your degree plan.

Step 6: Checklist of Completion and Certification of Information

Please check the following to verify you have completed all steps prior to submitting your appeal.

- I have read and understand LSUS's SAP Policy which can be found at www.lsus.edu/admissions-and-financial-aid/financial-aid/policies.
- I have completed the appeal form by following all steps.
- I have attached a **typed and signed letter** and all questions in step 4 above have been answered in depth.
- I have attached documentation to support my appeal.
- I have attached a signed letter or memo from my advisor stating how many hours are needed to complete my program along with a degree plan. **(This only pertains to the 150% rule.)**

Please read the statements and sign below.

- I certify that the information I have provided is true and complete to the best of my knowledge. I understand that giving misleading information or forged documentation will result in me being reported to the Student Advocacy & Accountability Office for appropriate disciplinary action.
- I certify that I understand if my appeal is approved and I fail to meet the requirements outlined in the academic plan, my future eligibility for financial aid will be suspended.
- I understand the appeal decision will be emailed to the address provided above and/or my LSUS student email.

Student's Signature: _____ Date: _____

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

To be eligible for federal financial aid (including student loans) students must initially and continually meet the following measures for Satisfactory Academic Progress (SAP).

GRADE POINT AVERAGE

Undergraduate: All undergraduate students must maintain the following cumulative GPA:

1 to 12 hours - minimum 1.50	60 or more hours - minimum 2.00
13 to 59 hours - minimum 1.75	60 or more hours - minimum 2.50 for education majors and alternative teacher certification students

Graduate: All Master's or Doctoral students must maintain a 3.00 cumulative GPA.

PACE

Undergraduate and Graduate (including Doctoral) students are required to complete 70% of all hours attempted.

Pace is determined by dividing the total number of credit hours earned by the total number of credit hours attempted. Attempted hours include hours from which the student withdrew (W), received a grade of no credit (NC), incomplete (I) or in progress (IP), and repeated courses. English as a Second Language courses (ESL) and remedial courses are also included. Audit grades (X) are not considered when calculating a student's pace rate.

MAXIMUM TIMEFRAME

Undergraduate: Students are eligible for financial aid for a maximum of 150% of the required length of the program. No additional hours are provided for students seeking a second bachelor's degree.

Graduate: Graduate students are eligible for financial aid for a maximum of 150% of the required length of the program. **All previously attempted graduate hours are included when calculating the 150% maximum timeframe.** Doctoral students may attempt up to 150% of the hours required for the first doctoral degree.

2nd Master's Degree: Students who have previously earned a Master's degree are allowed an additional 45 attempted hours above their LSUS graduate degree program hours.

The 150% threshold for LSUS degrees are as follows:

Bachelors' Degree:	180 hours
TeachLSUS:	237 hours
Graduate Degree:	Varies (multiply the number of hours for your degree by 150%)
2nd Master's Degree:	Varies (add 45 hours to your LSUS degree program)

When calculating a student's SAP status, the following is considered:

- All hours attempted at all schools attended, regardless of whether financial aid was received
- All hours attempted for previous programs and/or major changes regardless of whether a degree was received
- All hours attempted regardless of whether those hours are considered towards your current program/degree

Terminal Degree: Students who possess a terminal degree, doctorate in any field or a jurisprudence degree, are not eligible for federal financial aid.

Academic Bankruptcy: Academic bankruptcy only impacts a student's academic record. For financial aid purposes, all coursework including those in academic bankruptcy are used to calculate GPA, Pace, and maximum timeframe.

MONITORING PROGRESS/FINANCIAL AID SUSPENSION

All financial aid recipients are evaluated for SAP at the conclusion of the spring semester. Students not making SAP are notified and placed on Financial Aid Suspension. Students on Financial Aid Suspension cannot receive federal financial aid until they meet all SAP measures.

RE-ESTABLISHING ELIGIBILITY TO RECEIVE FINANCIAL AID

A student may take courses at their own expense until they meet all SAP measures. Students exceeding the maximum timeframe cannot regain eligibility on their own.

Students who do not meet SAP requirements due to mitigating circumstances may appeal in writing to the Student Financial Aid and Scholarship Committee. The student must submit an appeal form and all necessary documents to the Financial Aid Office.

If the student's appeal is approved, the student is placed on Financial Probation with an Academic Plan. **Undergraduate** students on Financial Aid Probation will continue to receive aid as long as they earn grades of "A", "B", "C", or "P". **Graduate** students on Financial Aid Probation will continue to receive aid as long as they earn grades of "A", "B", or "P". If a student earns grades of "C" (graduate only) "D", "F", "NC" (no credit), "W" (withdrawal), "X" (audit), "I" (incomplete), or "IP" (in progress), they are placed on Financial Aid Suspension again and cannot receive financial aid. If the appeal is denied, the student may continue their enrollment at LSUS but must find other means of payment.

All appeal decisions are final.