

Financial Aid Appeal CHECKLIST

Full Name: _____ LSSU ID: _____ Semester Appeal is for: _____
Major: _____ Advisor: _____

Students who have had their financial aid suspended may file an appeal for the reinstatement of aid when extenuating circumstances exist. To file an appeal students must complete this form and submit **EIGHT copies** of the documents listed below:

Completed and Attached/Included

- 1. **Financial Aid Appeal Checklist**
- 2. **Financial Aid Appeal Form** – To be completed by the student.
- 3. **Academic Success Plan** – To be completed by the student and academic advisor, chair or dean.
- 4. **LSSU Transcripts** – Unofficial/student copy is sufficient.
- 5. **Degree Audit** – Required for ALL appeals. Degree audit must be signed by the academic advisor, chair or dean for your major.
- 6. **Supporting Documentation** – Required only if relevant to the extenuating circumstances (e.g. physician's letter for medical reasons, etc.).

Submission Deadline

The Financial Aid Committee meets monthly and will review appeals in the order received. Students are encouraged to file their appeals as early as possible. **It is highly recommended that students plan in advance and prepare their appeal (if necessary) during the Warning Semester.**

The final deadline to submit an appeal for the current semester is the third day of the Add/Drop period.

Failure to submit all required documentation may delay the review of your appeal by the Financial Aid Committee.

Notifications

Students will be notified of the Financial Aid Committee's decision by email through their LSSU email account.

Students should be prepared to seek other options if the appeal is not approved. Other options might include using private aid sources or funding their education themselves.

Student Signature: _____ Date: _____

LSSU email: _____

Mail complete appeal packets to:

Lake Superior State University
Advising and Retention Office
650 W. Easterday Avenue, Library 109
Sault Ste. Marie, MI 49783

Due to the number of copies required, appeals will not be accepted by fax/email.

<i>Office Use Only</i>	
Date Appeal Received:	_____
Initials:	_____

Student Academic Success Plan

Student's Full Name: _____ ID: _____ Anticipated Graduation Date: _____

Major: _____ Advisor: _____

Semester GPA: _____ Cumulative GPA: _____

I am appealing my aid because: (check all that apply):

- 1. My cumulative GPA is less than a 2.000.
- 2. I have not earned 67% of the total LSSU credits I have attempted.
My total LSSU earned credits _____ /my total LSSU attempted credits _____ = _____%
- 3. I have attempted more than 150% of the credits needed to complete my highest degree (including attempted transfer credits). *For example: A Bachelor degree requiring 124 credits allows up to 186 attempted credits, including attempted transfer credits, for aid eligibility.*

This section of the form is to be completed by an academic advisor, chair or dean for students appealing GPA and/or Completion Rate. This section is not required for 150% rule appeals.

Satisfactory Academic Progress (SAP) for the Retention of Financial Aid requires a student:

- 1. Maintain a minimum cumulative GPA of 2.000, and
- 2. Earn 67% of all LSSU attempted credits.

I support the student's appeal and suggest the following probationary period to allow the student to meet the SAP requirements, given their individual circumstances:

- Single Semester Probation:** The student must earn both a minimum semester GPA of 2.000 and 67% of their attempted credits during the next semester.
- Multiple Semester Probation:** The student must earn both a minimum 2.000 GPA and 67% of their attempted credits each semester. **A two semester academic plan is included.**

To improve the cumulative GPA, the following courses need to be repeated:

It is recommended that the student utilize the following services: (Check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> IPASS: A success plan which can include the following services each semester: Tutoring, SI, Math/Writing Center and Study Skills (Time Mgmt., Note-taking, Test Anxiety, Study Strategies, etc.) | <input type="checkbox"/> Career Services: Career counseling and career testing services available. | <input type="checkbox"/> Disability Services: Disability-related accommodations and services available. |
| | <input type="checkbox"/> Counseling Services: Personal Counseling | <input type="checkbox"/> Other: _____ |

Degree audit included. *Required for all appeals and must be signed by the advisor, chair or dean.*

Student Signature: _____ Date _____

Advisor/Chair/Dean Signature: _____ Date _____

General SAP Information

Federal regulations require students meet **Satisfactory Academic Progress (SAP)** requirements every semester to retain their aid.

The minimum requirements for all types of financial aid include three standard measures:

1. GPA Standard - Students must maintain a minimum cumulative grade point average (GPA) of 2.000 each semester to maintain their financial aid.

2. Completion Rate (67%) - Students must earn 67% of the total number of LSSU credits they attempt to remain eligible for aid. Each semester the LSSU cumulative totals of credits attempted and earned will be evaluated, including remedial coursework to determine the completion rate.

For example: If a student attempts 16 credits in both the fall and spring semesters at LSSU, they must earn a cumulative total of 22 credits to meet the 67% completion requirement. ($16 + 16 = 32$ attempted credits $\times 67\% = 21.44$ or 22 credits)

NOTE: Transfer credits that have been evaluated and accepted for credit at LSSU will be added to both the credits attempted and earned cumulative totals, however, transfer students must also earn 67% of their LSSU credits each semester to maintain good standing. Consortium students must earn 67% of the total consortium credits each semester (credits at both LSSU & the community college) to maintain good standing at LSSU.

3. Time Frame (150% Rule) - A student must complete the highest degree they are seeking within 150% of the published length of their program. For example: A student working on a Bachelor degree of 124 credits may receive aid for 186 attempted credits, **including attempted transfer credits:**

Certificate	Within 48 attempted credit hours
LPN Certificate	Within 69 attempted credit hours
Pre-Nursing BSN	Within 84 attempted credit hours
Associate	Within 93 attempted credit hours
Bachelor	Within 186 attempted credit hours
Master's	Within 54 attempted graduate hours

Warning Semester - A student can be given one warning semester of aid for failing to meet a standard of SAP, but failure to meet the same standard for two consecutive semesters will result in the suspension of aid. **During the warning semester, it is highly recommended that students plan ahead and work with their advisor to correct deficiencies.**

Probation Semester(s) – If a student successfully appeals their aid, they can be given one or more semesters of aid while on financial probation. Students should meet the SAP requirements as quickly as possible given their individual circumstances. Recommendations for more than one semester of financial aid probation must allow for the completion of the intended degree within the maximum time frames listed above. The Financial Aid Committee will consider the academic advisor's recommendations when determining the length of financial aid probation. If approved, the student will be placed on an Academic Success Plan that will be monitored.

A few things to keep in mind:

Academic Major and degree: It is very important that the student's official record matches the degree and major being sought. Students must be enrolled in courses that are required for the intended degree and major.

N, W, I grades: These grades do not count in GPA calculations, but do count as attempted and unearned credits and can cause a student to fail to meet the Credit Earned standard.

Remedial Coursework: Math 081-086 and English 091 do not count in GPA calculations, but they do count in attempted and earned credit totals.

Degree Audits: Required for all financial aid appeals. The degree audit must include anticipated graduation date, semesters for completed and future coursework and signature of the academic advisor, chair or dean. The degree audit should also match the student's official university record-if *it does not, the student will need to complete and submit a Curriculum Change form to the Registrar's Office for processing before their appeal can be reviewed*.

Repeats: Financial aid can be applied one time when repeating coursework to improve an earned letter grade of D- or higher. Financial aid can be applied when repeating failed coursework.