

Financial Aid Appeal CHECKLIST

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

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 **ONE copy** of the documents listed below:

Completed and Attached

- 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 of 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 Appeals 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 ahead 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.

Notifications

Students will be notified through their LSSU email account of the Financial Aid Appeals Committee's decision. Emails are sent within two days following the committee's meeting.

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: _____

Submit appeal materials to:

Financial Aid Office
Lake Superior State University
650 W. Easterday Avenue
Sault Ste. Marie, MI 49783

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

General Information for Academic Advisors

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 2.0 each semester to maintain their financial aid.

2. Credits Earned Standard - Students must earn 67% of the total number credits they attempt, including transfer credits. Each semester the cumulative totals of credits attempted and earned will be evaluated, including remedial coursework. Transfer credits that are accepted for credit at LSSU will be added to both the attempted and earned cumulative credit totals to calculate the 67% minimum.

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

3. Maximum 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 and mathematically 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 Appeals Committee will consider the academic advisor’s recommendations when determining the length of financial aid probation.

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, term/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 used one time to pay for a course that is being repeated.

GPA Calculator – A GPA calculator is available online to help you determine current semester and estimated cumulative GPA. You can access the GPA calculator in **Anchor Access > Faculty Services Tab > Faculty Resources Link** or online at <https://www.lssu.edu/gpa-calculator/>