

# 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. **Student 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 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: \_\_\_\_\_

## Mail 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:	_____

# Financial Aid Appeal Form

Full Name: \_\_\_\_\_ LSSU ID: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_  
(semester/year)

Advisor Name (Printed) \_\_\_\_\_

Last Semester enrolled at LSSU: \_\_\_\_\_ Semester Appeal is for: \_\_\_\_\_  
(semester/year) (semester/year)

***I am appealing my aid because:***

- 1. My cumulative GPA is less than a 2.0
- 2. I have not earned 67% of the total credits I have attempted.
- 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.*

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**Attach additional pages, if necessary, to answer each of the following statements.**

1. Provide a personal statement explaining why you failed to achieve satisfactory academic progress and/or graduate within the required timeframe. This statement should include any relevant factors such as illness; unusual demands upon you due to family, work or life circumstances; and your perspective on what led to this academic difficulty.

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2. Explain how your circumstances have changed and how you will successfully make satisfactory progress next semester.

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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 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 complete rate.

*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.  $(16 + 16 = 32 \text{ attempted credits} \times 67\% = 21.44 \text{ or } 22 \text{ credits})$

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 and 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 that have been evaluated and accepted for credit at:**

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. If approved, the student will be placed on an Academic Success Plan that will be monitored.

## 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:** MATH087-088 and ENGL091 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 applied one time when repeating coursework to improve an earned letter grade of D- or higher.