

## SATISFACTORY ACADEMIC PROGRESS APPEAL



### SATISFACTORY ACADEMIC PROCESS (SAP) APPEAL DEADLINES BY SEMESTER

Summer 2022	May31, 2022	Fall Semester:	August 22, 2022
Summer 2023	May31, 2023	Spring Semester:	January 9, 2023

#### Appeal Process

Students who have had their aid suspended because of unsatisfactory academic progress and who have documentable mitigating or other special circumstances, such as a death in the family or an illness may appeal their aid suspension. To appeal, students must submit the **Satisfactory Academic Progress Appeal** form with an appeal letter and non-returnable supporting documentation; this may include a doctor's statement, copy of hospital/urgent care/physician's bill, obituary, funeral notice or death certificate. Appeals must include:

- (1) Reason why the student failed to make satisfactory academic progress
- (2) Explain what has changed in the student's life that would allow the student to make satisfactory academic progress by the next SAP evaluation period

Appeals are reviewed on an individual, case-by-case basis. Students are notified of the appeal decision within 30 calendar days of the receipt of the appeal. Notices are sent to the student's LTU email account and a hard copy is sent via US Postal Service to the physical street address in our system.

#### Financial Aid Probation

If the appeal is approved, the student must meet with his/her academic advisor to develop an Academic Performance Improvement Plan. The student will be placed on Financial Aid Probation and may receive aid for one (1) semester. At the end of that semester, the student's progress will be reviewed. The student must be making satisfactory academic progress and successfully following the Academic Performance Improvement Plan in order to continue receiving aid. This includes meeting all GPA (qualitative) and maximum timeframe/pace (quantitative) standards. If the student has failed to make academic progress by the end of the semester for which probation is approved, the student's aid will again be suspended. To regain eligibility, the student must repeat the requirements for reinstatement as described above.

#### Denial of Appeal

If your appeal request is denied, the student remains on Financial Aid Suspension until he or she meets the requirements for reinstatement. The notification letter will include information on how to cover your educational related expenses for the semester, what steps you need to take to regain Financial Aid eligibility, and information on when you may submit your next appeal.

Students are not restricted to the number of appeals they can file during their educational program. However, appeals cannot be approved multiple times for the same reasons or circumstances

Student's Name \_\_\_\_\_ Banner Id# \_\_\_\_\_  
Semester of Appeal Fall (2022) \_\_\_\_ Spring (2022) \_\_\_\_ Summer \_\_\_\_ (2022) \_\_\_\_ Summer \_\_\_\_ (2023)

**Explanation of Circumstance**

**Corrective Action**

**Student Certification**

Please read the terms below and sign and date.

I hereby certify that all information contained in this appeal, including my personal statement and documentation, is true and complete to the best of my knowledge. I understand that there is no guarantee my appeal will be approved and that notification of the outcome will be sent to my LTU student assigned email account. By signing this form, I am confirming that I have read the SAP Appeal instructions, understand my responsibilities, and know the important deadlines for the appeal process.

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

Return your appeal to: Office of Financial Aid

Lawrence Technological University  
21000 West Ten Mile Road  
Southfield, Michigan 48075

Fax to: 248-204-2228  
Attn: Sherry Holt-Campbell  
**Scan and email to:** [Sholtcamp@ltu.edu](mailto:Sholtcamp@ltu.edu)