



Satisfactory Academic Progress Appeal Form Instructions

Students who are determined ineligible for federal financial aid due to the lack of satisfactory progress (SAP) are not entitled to any Title IV aid until eligibility is regained as stated in the Satisfactory Academic Progress Policy. However, if special circumstances exist, the student may submit a typed and signed letter of appeal explaining the reasons for not meeting the satisfactory progress requirements (quantitative and qualitative measures) and provide supporting documentation (if applicable). The required documents listed below should be submitted to the Office of Student Financial Services within thirty (30) days of receiving your letter of ineligibility (SAP Suspension Notice).

INSTRUCTIONS:

To appeal Satisfactory Academic Progress, you must do the following:

1. Compose a student appeal letter (see attached sample appeal letter). Please provide details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress. (Examples: extenuating medical issues, personal issues, etc.)
2. How has your situation(s) changed that will allow you to demonstrate Satisfactory Academic Progress in the future? Documentation must be specific and include dates. If you are ineligible due to not having completed your degree within 150% of the credit hours required to complete your degree, include a program evaluation with this appeal.
3. Submit your typed letter of appeal and supporting documentation to the Office of Financial Aid **within thirty (30) days** of receiving your letter of ineligibility (Suspension Notice). **After the 30-day period, the appeal process will expire.**
4. You will be notified in writing concerning the acceptance or denial of your appeal.

****All students who want to be considered for an appeal must have a FAFSA on file for the academic year in which eligibility is lost and must be registered for the upcoming semester.***

Student Appeal Letter Outline

Please review the outline below to ensure that you have included all components in your typed and signed SAP Appeal Letter. An incomplete SAP Appeal Letter will be returned to the student for revision. If supporting documentation is not received, the SAP Appeal Letter will be returned. All SAP appeals must be received by the Office of Student Financial Services within 30 days of the student receiving their Title IV aid suspension notice.

Date: _____
Student ID#: _____
Student Name: _____

Step 1: Statement *(minimum of 2 paragraphs)*

- Explain your situation
- Provide dates when the situation occurred

Step 2: Situation

- What happened?
- What has changed?

Step 3: Documentation

- Student Name and Student ID# should be on each piece of documentation that is attached to your SAP Appeal Letter

Step 4: Signature and Date

- Required at the end of your SAP Appeal Letter

Step 5: Submit Your Letter

Office of Student Financial Services
Lackawanna College
501 Vine Street, Suite 114
Scranton PA 18509
(570) 961-7859

Email: financialservices@lackawanna.edu