

2011-2012 SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

TO BE COMPLETED BY STUDENT (PLEASE PRINT)

LHU Student ID #: _____

Student Name: _____

Expected College Graduation Date (mm/yy): _____

RETURN FORM TO:

Lock Haven University
Student Financial Services Office
123 Russell Hall
Lock Haven, PA 17745

Phone: 570-484-2344 FAX: 570-484-2918

TERM for which you are appealing: **Summer 2011** **Fall 2011** **Spring 2012** **Summer 2012**

DUE DATE: The appeal form, personal statement, and any supporting documentation must be submitted to Student Financial Services (SFS) as soon as possible and no later than two weeks before the last day of classes for the applicable semester/session. Students appealing for summer session, who are enrolled in the first five-week session only, must submit their appeals no later than two weeks prior to the last day of that five-week session.

PLEASE NOTE:

- Acceptable circumstances for appeal are listed in Lock Haven University's Federal Financial Aid Satisfactory Academic Progress Policy at <http://www.lhup.edu/financial-services/progress.htm>.
- Subsequent appeals for the same circumstance will not be accepted or approved.
- Any incomplete grades must be completed before submitting an appeal.
- Students are responsible for paying their student bills by the due date. If this appeal is approved and you receive financial aid, you will receive a refund of any overpayment.

CURRENT SAP STATUS / APPEAL REQUIREMENTS: (check one)

Financial Aid Suspension. Appeal must include:

- A signed, type-written, personal statement that fully explains the basis of the appeal
- Documentation from an objective, non-relative, adult professional that verifies the extraordinary, personal circumstances on which the appeal is based
- An explanation of how those circumstances affected your academic performance
- A description of the steps that have been or will be taken to prevent the problem from happening again

Maximum Time Suspension. Appeal must include:

- A signed, type-written, personal statement that fully explains the reason(s) you have attempted excessive credits but have not yet completed your educational program.
- A graduation plan signed by your academic advisor. The graduation plan should list, by enrollment term, the specific courses and hours yet to be completed to fulfill degree requirements.

Note: (1) Incomplete appeals will be returned; (2) SFS reserves the right to request additional information.

BEFORE SUBMITTING THIS APPEAL, PLEASE BE SURE YOU HAVE:

- ✓ completed all above items;
- ✓ included all appeal requirements;
- ✓ noted your name and LHU Student ID number on all documents;
- ✓ signed and dated this form.

You will be notified by letter or by a message sent to your LHUP email account of the results of this appeal.

Student Signature

Date