Lackawanna College

Satisfactory Academic Progress Appeal Form Instructions

Office of Financial Aid

Students who are determined ineligible for federal financial aid due to the lack of satisfactory progress are not entitled to any federal aid until eligibility is regained as stated in the Satisfactory Academic Progress Policy. However, if special circumstances exist, the student may submit a typed letter of appeal explaining his/her reasons for not meeting the satisfactory progress requirements and provide when appropriate third-party documentation. The required documents listed below should be submitted to the Office of Financial Aid within **thirty (30) days** of receiving your letter of ineligibility (Suspension Notice).

**INSTRUCTIONS:**

To Appeal Satisfactory Progress you must do the following:

1. Compose a student appeal letter (see a sample of an appeal letter attached). 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 that academic year and must be registered for the upcoming semester.

Student Appeal Letter Outline

Please review the outline below to ensure that all you have included all components in your type written appeal letter. Incomplete Appeal Letters will be returned to the student for revision. All Appeals must be received by the Financial Aid Office within 30 days of receiving your financial aid suspension notice.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 1:**

Statement:

* Explain Your Situation
* Provide Dates when the Situation Occurred

**Step 2:**

Situation:

* What Happened?
* What Changed?

**Step 3:**

Documentation:

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

**Step 4:**

Signature and Date:

* Required at the end of your Appeal Letter

**Step 5:** Submit Your Letter:

Lackawanna College

Financial Aid Office Suite 114

501 Vine Street

Scranton PA 18509

(570) 961-7859