



Louisiana Tech University
Federal Financial Aid
Satisfactory Academic Progress Eligibility
APPEAL

NAME: (Last) _____ (First) _____ (MI) _____

CWID: _____ - _____ - _____ **Telephone:** (1) _____ (2) _____

ADDRESS: Street: _____ City: _____

State: _____ ZIP: _____ E-mail: _____

Academic Year for which requesting eligibility: 08-09 09-10

Quarter for which requesting eligibility: Fall Winter Spring Summer

Complete appeal due by: Aug 15th Nov 15th Feb 15th May 15th

Are you a(n): Undergraduate Graduate

Please read each of the following requirements for a complete appeal and mark the boxes prior to turning in your appeal. An incomplete appeal packet will be returned without action.

- I have read the Satisfactory Academic Progress policy.**
- I have attached a current copy of my transcript(s).** *B.O.S.S. transcripts are not acceptable.*
- I have described events or circumstances that directly contributed to my inadequate academic performance or high aggregate hours.** *If events occurred, specific dates must be provided. If illness or injury occurred, specify start date and ending date. Supply supporting documents.*
- I have described actions that I have taken to prevent a repeat occurrence of the events leading to my ineligible status.** *(omit for aggregate hour appeals)*
- I have attached my written explanation and all necessary documentation to support my reasons for appeal.** *(See below for more information on requirements.)*

DATE: _____ **SIGNATURE:** _____

Appeals for exceptions to the policy must be submitted in writing using the Tech Satisfactory Academic Progress Appeal Form with all appropriate documentation and an unofficial copy of the most recent academic transcript (available at the Registrar's office). A B.O.S.S. transcript printout is not acceptable. Suggesting that the Financial Aid Office contact doctors, professors or other persons for additional information is not considered adequate documentation. Appeals must be received as complete by the deadlines published in the Satisfactory Academic Progress Policy. We recommend that you submit an appeal as soon as possible after the deficiency occurs so that the appeal can be evaluated before classes begin. A student may only appeal for a total of three times during an academic career at Louisiana Tech.

Appeals may be considered for the following reason:

Circumstances which, when sufficiently documented, clearly show that the student's unsatisfactory performance during the period in question was not due to voluntary discretionary acts on his/her part. Planned or executed corrective actions must clearly indicate that the disqualifying condition will not persist if eligibility is restored.

Excessive Aggregate Hour appeals must include an explanation from you of the need for additional hours, a degree completion plan from the department which includes courses remaining by quarter and an expected graduation date. If a student is at high aggregate hours for a *Developmental, Non-Degree or Pre-* program the appeal must include an explanation from you of the need for additional hours and a memo from the department which includes course requirements for admission to a valid degree program. If student changes degree programs from an *Associate, Developmental, Non-Degree or Pre-* program to a bachelors program and is no longer at high aggregate hours, the student must submit the appeal form and a transcript showing the new major.