



## DETAILED INSTRUCTIONS (SAP APPEAL)

### Instructions:

- 1. Please take time to carefully prepare your appeal. Your future financial aid depends on these documents.** Focus on the events that occurred and how they caused your progress to be affected. Consider your entire academic history. Recognize that you did not go on suspension because of one class or even one term's grades. Explain unavoidable events and how they affected you rather than offering excuses or promises to do better in the future. If your appeal is due to excessive attempted hours, please show why you have not already graduated and have your advisor state when you could graduate.
  2. You should have the results of the Free Application for Federal Aid (FAFSA) and any other required financial aid documents on file in our office prior to the Financial Aid Deadline. If you are a transfer student, all transcripts must be received and evaluated by the Admissions Office and posted by the Registrar prior to your appeal.
  3. Complete and return your appeal with the required documentation to the Financial Aid Office in Keeny Hall **BEFORE** the deadline. If you prefer to mail your appeal, please send to: **(Please DO NOT FAX your appeal.)**
- Louisiana Tech University  
Office of Financial Aid  
P O Box 7925  
Ruston, LA 71272
4. Attach **ALL** the required items. (See checklist on the Appeal Form) If you do not provide the required documentation, it will be denied.
  5. The Appeals will be reviewed as soon as grades are posted and will continue until all appeals received by the deadline are considered. This process may take several weeks to complete. You will be notified by Campus e-mail of the decision. The decision will be final and may not be further appealed. If your appeal is denied, you may attend Tech, but you will need to pay for your own educational expenses to do so. You may request reinstatement and regain access to financial aid once you have raised your GPA and Pace to the required standards provided you have not attempted more than 150% of your program of study.

You have the right to appeal financial aid suspension if you have mitigating circumstances. A description of Tech's Satisfactory Academic Progress policy can be found at [www.latech.edu/finaid](http://www.latech.edu/finaid).

Financial aid will review your appeal and you will be notified of the appeal decision via campus email. You must submit documentation to show why your academic record was affected by mitigating circumstances beyond your control and that you have taken necessary steps to prevent a reoccurrence. **The decision of eligibility by the financial aid office will be final and may not be further appealed.**

**Probation:** This means your academic record falls below the minimums and your status will be monitored in the next term of attendance. You must successfully complete 67% of your cumulative attempted credits and have a 2.00 undergraduate or 3.00 graduate cumulative GPA to be removed from probation

Because action is required on your part while on probation, you should meet with an Academic Advisor to discuss the resources Tech has available to help you meet the requirements.

**Aggregate Hours:** This means your total hours attempted exceeds 150% of your degree program and you will be expected to complete 100% of your attempted credits with a "C" grade or better. Your progress towards your degree completion will be monitored on a term by term basis. You must also follow the education plan you submitted and graduate as planned. This probation status will expire as of the graduation date provided in your education plan. If at any time you do not meet these probation criteria, your status will be returned to suspended.

**If your appeal is denied, you will not be eligible for financial aid until you have improved your progress and are meeting the requirements of the Satisfactory Academic Progress policy. When you meet those requirements, you may request reinstatement of federal financial aid eligibility except when exceeding aggregate hours is the disqualifier.**

### Financial Aid Eligibility Status:

**Eligible** – Student is meeting Cumulative GPA and Pace requirements without conditions.

**Warning** – Student did not meet Satisfactory Academic Progress standards at the end of the last quarter of attendance at Louisiana Tech.

**Probation** – Student was on Warning, failed to meet SAP standards and had their appeal approved to receive aid for one additional quarter.

**On Completion Plan** – Student has met 150% limit, appealed and has been approved for a finite period of extension.

**Suspension** – Student is not meeting SAP standards and no exceptions have been granted.

**On Plan** – In rare instances, a student may be placed "on plan" which requires strict adherence to courses, equal 100% successful completion, no drops or withdrawals, and a specified GPA.