

## SATISFACTORY ACADEMIC PROGRESS APPEAL

Federal regulations require all financial aid recipients to maintain satisfactory academic progress (SAP). Lee College has established guidelines to comprehensively and cohesively measure whether a student is satisfactorily progressing towards completion of his or her program of study. Satisfactory academic progress includes both quantitative (number of hours completed) and qualitative (grade point average) measures. SAP is evaluated before financial aid is awarded and again annually at the end of each spring semester.

Listed below are the conditions considered when evaluating SAP:

1. Cumulative GPA of 2.0
2. Completion of at least 75% of attempted college credit semester credit hours
3. If already on a SAP appeal, enrolling only in classes on the degree plan on file with the Financial Aid Office
4. Attempted semester credit hours do not exceed 150% of the required semester hours for your program of study



An automatic suspension is issued if a student has a cumulative GPA < 1.5, or at the time a student withdraws from all classes in a semester.

### REQUIRED READING

1. Appeals are not required for students placed on probation.
2. An appeal for suspension should include this form, any back up documentation and a degree plan issued by the counseling center.
3. The review time for this form is two weeks.
4. If you register for classes, you should be prepared to pay for your tuition, fees and other expenses.
5. If you have questions concerning this form or the status of your request, please contact the financial aid office.

<input type="checkbox"/> Approved <input type="checkbox"/> Denied
FAO Signature: _____
Comments: _____
_____

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

**SATISFACTORY ACADEMIC PROGRESS APPEAL**

Explain the circumstances that caused you to fail to make satisfactory academic progress and the reason for the basis of this appeal. Provide any documentation to support your reason to this form.



Describe actions taken to prevent further recurrence of the lack of satisfactory academic progress.

---

---

---

---

---

List and describe other pertinent data, which might affect this appeal.

---

---

---

---

---

I certify that all of the information provided on this form and all attached documentation is true and complete to the best of my knowledge. I understand that submitting a written appeal does not guarantee reinstatement will be granted. You will be notified in writing of the final decision concerning your appeal. In the meantime, you must make other payment arrangements to cover your tuition, fees and other expenses.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_