



**Lander University Office of Financial Aid**

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**SATISFACTORY ACADEMIC PROGRESS APPEAL**

**Summer 2009**

**Fall 2009**

**Spring 2010**

**APPEAL DEADLINE: May 12, 2009 for Summer 2009  
 August 1, 2009 for Fall 2009 / December 15, 2009 for Spring 2010**

Student's Last Name	First Name	Middle	Student ID Number
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Students who fail to meet Lander University's Satisfactory Academic Progress (SAP) standards are not eligible for Federal and State financial aid funds until they make up deficits that caused the termination of eligibility. Under certain conditions listed below, students with special circumstances may file an Appeal for Reinstatement of Financial Aid Eligibility. Documentation required for each condition is also provided below. **INCOMPLETE APPEALS WILL NOT BE CONSIDERED.**

<b>CHECKLIST FOR APPEALS DOCUMENTATION:</b>	
<input type="checkbox"/> Signed Student Statement. (Required for all appeals) <input type="checkbox"/> Signed Satisfactory Academic Progress Plan. (Required for all appeals) <input type="checkbox"/> Documentation from the list below that corresponds to the condition for the appeal.	
<b>Conditions under which a student may file an appeal:</b>	<b>Documentation Required:</b>
The student suffered serious illness or injury preventing him/her from making satisfactory academic progress. Students filing under this condition must explain all periods of academic deficiency.	Signed statement from a medical doctor who has treated the student <b>and can certify the student's condition impaired the student's ability to complete coursework successfully.</b> This medical documentation should coincide with all time periods in which the academic deficit(s) occurred.
The student suffered a loss due to the death of a relative.	Written verification of the family member's death and of the relationship to the student.
The student or the student's family suffered a loss in an area that has been officially designated a National Disaster Area.	A document that certifies the family suffered a major loss in an area that has been designated a National Disaster Area.
The student is a former Lander student but has not attended Lander since the SAP Policy was revised in March 2002. The student may appeal under this condition only if the student has not attended Lander since <b>before</b> Spring semester 2002. <b>(This doesn't apply to maximum timeframe exclusions.)</b>	Documentation from Student Academic Success Program (SASP) coordinator that you are a participant in the program.
The student has been excluded from aid for exceeding the time frame for undergraduate study, but is enrolled in a course of study that requires more than 125 hours to complete. (Student eligibility can be extended to no more than 150% of the program length.)	Documentation from Division Chair or Academic Advisor that you are a participant in a program of study that requires more than 125 hours for graduation.
Student successfully completed all the requirements of the Student Academic Success Program (SASP) during the probationary year while earning at least a 2.0 GPA in each term of enrollment; AND at least 12 hours per term if enrolled full-time (or all attempted hours if enrolled less than full-time but at least half-time). <b>(This doesn't apply to maximum timeframe exclusions.)</b>	Documentation from Student Academic Success Program (SASP) coordinator that you successfully completed all requirements of the SASP program.
Student was activated for military service requiring the student to withdraw from courses at Lander.	Documentation of Military Activation during period of enrollment

Students who do not meet any of these conditions but feel they have other justifiable circumstances for an appeal, may contact the Financial Aid Office for consultation. **FINANCIAL NEED IS NOT A MITIGATING CIRCUMSTANCE.**

**OVER**

## Procedures to Appeal for Reinstatement of Financial Aid Eligibility

Students must complete **ALL** of the following steps in order to have an appeal considered:

1. Complete and sign the **Student's Statement** indicating which of the conditions you are appealing.
2. Obtain and attach **appropriate documentation** that substantiates the condition under which you are appealing.
3. Complete a **Satisfactory Academic Progress Plan** with the guidance of your Advisor. *You must have an academic official's signature.*  
**Note to the student:** If your academic advisor is not available, you may go to the academic advising center (for undeclared majors only) or your Division Chair. If you are a participant in the Student Academic Success Program (SASP), you should see your SASP advisor.
4. Once you have collected all necessary documents, submit them to the Lander University Financial Aid Office by the deadline on the front of this form. Only **complete** appeals received by the deadline will be reviewed.
5. The Satisfactory Academic Progress Committee will review the appeal and send written notification to the student.

**Students are responsible for paying any tuition and fees and other Lander University bills that may be due while an appeal is in progress.**

### ATTENTION

Satisfactory Academic Progress appeals **WILL NOT BE REVIEWED DURING REGISTRATION PERIODS**. If you fail to meet the appeal deadline listed on the appeal form, your appeal will be held until at least one week after classes begin and the Drop/Add period ends. You are responsible for all bills issued by the Business Office, and you cannot depend on financial aid to assist with your bill until such time as you have received *written* notification that your appeal has been approved.

**Conditions under which a student should NOT file an appeal:**

1. **Need financial aid in order to continue studies.** The purpose of the Satisfactory Academic Progress policy is to monitor the student's progress toward an academic degree. The U.S. Department of Education has outlined certain requirements that students must meet to be eligible for federally funded financial assistance. Most state programs require compliance as well. You must demonstrate that you are making Satisfactory Progress before you can be eligible for need-based aid. Financial need does not override this requirement.
2. **A professor gave you an unfair/incorrect grade or improper advising.** Lander University has a separate appeals process for academic grievances. You should pursue the appeals process through the Faculty Senate's Grade and Judicial Appeals Committee for a grievance regarding a grade given by a faculty member. The Office of Financial Aid will rely solely upon the grades listed on your academic transcript for determination of Satisfactory Academic Progress. If you receive an official grade change that impacts your Satisfactory Academic Progress, you may contact the Office of Financial Aid to review your status **only if the grade is changed on your transcript.**
3. **Living situation created an environment that was not conducive to academic study.** It is your responsibility to resolve interpersonal differences in your residence hall/apartment. If you have problems with your roommates, you should seek the appropriate avenues through your Resident Assistant or the Office of Housing and Residence Life. Also, counseling is available in the Office of Counseling Services to help you resolve interpersonal conflicts.

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## STUDENT'S STATEMENT

(You must sign the bottom of this page, even if you provide your student statement on an attachment.)

Print Student's Last Name, First, MI \_\_\_\_\_

Student ID Number \_\_\_\_\_

Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate which semester you are requesting your eligibility for federal financial aid to be reinstated:

Year \_\_\_\_\_ Semester \_\_\_\_\_

Under which condition are you appealing for reinstatement of your Federal financial aid eligibility? (Check one)

- The student suffered serious illness or injury preventing him/her from making satisfactory academic progress.
- The student suffered a loss due to the death of a relative.
- The student or the student's family suffered a loss in an area that has been officially designated a National Disaster Area.
- The student has been readmitted to Lander after withdrawing under the previous SAP Policy.
- The student has been excluded from aid for exceeding the time frame for undergraduate study, but is enrolled in a course of study that requires more than 125 hours to complete.
- Student successfully completed all the requirements of the Student Academic Success Program (SASP) during the probationary year while earning at least a 2.0 GPA in each term of enrollment; AND at least 12 hours per term if enrolled full-time (or all attempted hours if enrolled less than full-time but at least half-time).
- Student was activated for military service requiring the student to withdraw from courses at Lander.

In the space provided or on an attached sheet of paper, indicate the reasons why your appeal should be approved. (Include attachment if more space is needed.) You must sign the bottom of this page, even if you provide your student statement on an attachment.

## Student Certification:

*I understand that simply filing an appeal does not guarantee renewed aid eligibility. I understand that during peak periods, it may take the Office of Financial Aid several weeks to review my appeal. I understand that if the appeal is turned in after the stated deadline, the Office of Financial Aid will not review my appeal until at least one week after classes begin and Drop/Add ends. I understand that I am solely responsible for any University bills that are issued before or during the process of appealing for aid. I understand that I may be dropped from my classes if I fail to pay a bill or fail to make satisfactory payment arrangements. I understand that my financial needs do not entitle me to an expedited appeal, especially after the deadline for appeals.*

Student's Signature Required \_\_\_\_\_

Date \_\_\_\_\_

**SATISFACTORY ACADEMIC PROGRESS PLAN**  
**(To be completed by academic advisor/official and student)**

A Satisfactory Academic Progress Plan consists of a written, realistic plan for recovering from your Satisfactory Academic Progress deficiencies. The plan should be discussed with your academic advisor and should be attainable by the end of coming term. Plans that require a longer period of time should include some evidence of academic progress for the appeal to receive serious consideration. Use the space that follows to state your plan.

**Note to Advisor, Chair, or Dean:** The student is no longer eligible for financial aid consideration due to non-compliance with the Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility. The student has been provided a copy of this policy if you would like to review these standards. Please be aware that this policy is similar to the Academic Standards of the institution. However, in some areas it is more restrictive. The reasons for these differences are a result of specific requirements set forth in the Higher Education Act of 1965, as amended, Federal Regulations found in Section 668, 690, and applicable DCL GEN 96-10, 96-18, et al, guidelines.

We believe it is very important that the student communicate with an advisor or other professional in academia regarding academic issues. Your professional opinion as to whether the student's Satisfactory Academic Progress Plan is realistic and attainable by the end of coming semester/year is an important part of the student's appeal. To that end, the Office of Financial Aid requests this written documentation as a part of the student's appeal. **Please indicate your opinion of the student's ability to succeed, a plan for graduation including a projected graduation date, grades needed, etc. and any comments about the student's Plan that you believe are appropriate.** (Include attachment if more space is needed.)

**Provide the student's plan for achieving satisfactory academic progress here:**

Remaining # hours needed to complete degree: \_\_\_\_\_ Anticipated term for graduation: \_\_\_\_\_

\_\_\_\_\_  
 Academic Official's Signature (Required)

\_\_\_\_\_  
 Academic Official's Printed Name

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Student's Signature (Required)

\_\_\_\_\_  
 Date

## SATISFACTORY ACADEMIC PROGRESS

In addition to maintaining all general aid requirements, all students receiving Title IV (federal) and state grant funds must maintain satisfactory academic progress in order to continue receiving these funds. Federal law requires that Lander University evaluate all students' academic progress on a regular basis. **Satisfactory Academic Progress evaluations must take into consideration ALL periods of enrollment, including enrollment at another institution and periods in which the student did not receive financial aid.** The Satisfactory Academic Progress standards require that progress must be measured in three distinct ways: quantitatively, qualitatively, and in terms of a time frame. These three methods of evaluation are as follows:

### 1. Quantitative Evaluation

The quantitative evaluation requires that all students earn a minimum percentage of attempted hours\*. The percentage of earned hours is calculated by dividing the number of earned hours by the number of attempted hours (Earned ÷ Attempted = Ratio.) The standard is set so that students may reasonably complete the degree within the required time frame. The minimum standards are outlined below:

Cumulative Hours Earned	Required Ratio
Undergraduate	67%
Graduate	67%

**\*Attempted hours include Pass/Fail courses, withdrawals, repeated courses, and failed courses. Summer hours are included. Transfer hours and hours for which a student did not receive financial aid are counted. Courses which are dropped during the regular Drop/Add periods and which are not reflected on the academic transcript are not counted.**

### 2. Qualitative Evaluation

The qualitative evaluation requires that students maintain the minimum acceptable level of academic achievement outlined in the Lander University catalogue. Credits transferred to Lander are used in computing the student's grade point average. The current minimum acceptable level of academic achievement is provided below:

Cumulative Hours Earned	Cumulative Grade Point Average
0 - 29	1.700
30 - 59	1.900
60 - +	2.000
Graduate	2.000

### 3. Time Frame Evaluation

The time frame evaluation limits the length of time that undergraduate students can receive federal and state funding to complete degree requirements. An undergraduate student cannot be eligible for federal or state aid after *attempting* more than 187 hours. This standard applies to all undergraduate degree candidates, including second-degree students. See #1 above for a definition of hours counted as attempted hours. Graduate students must complete all degree/graduation requirements within six (6) years of the first date of graduate enrollment. Undergraduate students who are enrolled in a program of study requiring more than 125 hours for completion of the degree may appeal for an extension of the time frame.

## Appeals to Satisfactory Academic Progress Decisions

All students who are denied aid due to failure to maintain Satisfactory Academic Progress may appeal in writing to the Office of Financial Aid. Completed appeal forms must be received by the date specified in the notification to the student. If the Office of Financial Aid determines that mitigating circumstances prevented a student from maintaining Satisfactory Academic Progress, the student may be allowed to continue eligibility for a specified length of time, usually one year, before re-evaluation.

Students who met **ALL** of the following requirements during the warning year may appeal to receive one additional probationary year of aid:

- Successfully completed all the requirements of the Student Academic Success Program; AND
- Earned at least a 2.0 GPA in each term of enrollment; AND
- Earned at least 12 hours per term if enrolled full-time (or all attempted hours if enrolled less than full-time but at least half-time); AND
- Submit a written appeal to the Office of Financial Aid by the specified date.

Students who are enrolled in a program that requires more than 125 hours to complete the degree may appeal to receive an extended time frame. The extended time frame may vary depending upon the program length.

## Satisfactory Academic Progress Evaluation Procedure

Evaluation is conducted in the summer of each academic year. **Satisfactory Academic Progress evaluations must take into consideration ALL periods of enrollment, including enrollment at another institution and periods in which the student did not receive financial aid.** Students who do not meet the criteria at the end of an academic year will be given a warning (probationary) year to make up deficits. During the warning year, students are strongly encouraged to participate in the Student Academic Success Program (SASP.) Students who fail to meet the Satisfactory Academic Progress standards after the warning year are not eligible for federal aid until such time as they meet the standards. Students who fail to meet the Satisfactory Academic Progress standards will be notified in writing. Information on the appeals process will be included in the notification.

Evaluation for the Time Frame criteria will be conducted during both summer evaluations and at the end of the Drop/Add period during each major semester. During the evaluation at the end of the Drop/Add period, the attempted hours for the current semester will be included in the cumulative attempted hours. Students will be notified if they are not eligible to receive funds in future terms or warned if they are approaching the time frame limits.

**This policy supersedes and replaces all prior Satisfactory Academic Progress policies.**