



# Lander University Financial Aid Office

320 Stanley Avenue, Greenwood, SC 29649  
Email: [finaid@lander.edu](mailto:finaid@lander.edu) • Web: [www.lander.edu/finaid](http://www.lander.edu/finaid)  
Phone: (864) 388-8340 • Fax: (864) 388-8811

## SATISFACTORY ACADEMIC PROGRESS APPEAL

Students who fail to meet Lander University’s Satisfactory Academic Progress (SAP) standards are not eligible for federal or state financial aid funds until they make up the deficit(s) that caused the termination of eligibility at their own expense. Students may appeal the loss of eligibility if they experienced an unforeseen, documentable, extenuating circumstance that prevented the satisfactory completion of a term(s). Transfer students must be meeting these standards to be eligible for aid their first term at Lander.

**Students are responsible for paying any Lander University fees that are due while an appeal is in progress.**  
Students will be notified in writing once their appeal has been reviewed.

### INCOMPLETE DOCUMENTATION WILL RESULT IN THE DENIAL OF THE APPEAL

#### CHECKLIST FOR APPEALS/DOCUMENTATION:

- Student Statement: Must explain condition for appeal, along with an explanation of how this situation has been resolved so that it will no longer impact your future academic performance.
- Documentation that corresponds to the condition for the appeal.
- Academic Plan: Must be provided by an academic advisor.

Condition for Appeal:	Documentation Required:
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 the period(s) in which the academic deficit(s) occurred
The student suffered a loss due to the death of a relative during a related period of enrollment	Written verification of the family member’s death and of the relationship to the student (death certificate or obituary)
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
Student was activated for military service requiring the student to withdraw from courses at Lander	Documentation of Military Activation during period of enrollment
Other circumstances beyond the student’s control	Documentation that supports the situation

If completing the form electronically, you can add required signatures by selecting the SIGNATURE ICON above.



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SAP-A

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## SATISFACTORY ACADEMIC PROGRESS APPEAL – STUDENT STATEMENT

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Student's Last Name	First Name	MI	Lander ID (L#)
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Student's Current Address (Street/City/State/Zip)	Student's Phone #
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Student's Signature	Date	Expected Grad Date
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If completing the form electronically, you can add required signatures by selecting the SIGNATURE ICON above.

Select Term	__ Spring 2020	__ Summer 2020	__ Fall 2020	__ Spring 2021
Priority Deadline	12/1/2019	5/7/2020	7/15/2020	12/1/2020

Please explain condition for appeal and submit any documentation supporting the reason for your appeal. (If you send documentation separately, please make sure you include your name and Lander ID# and identify it as part of your SAP Appeal.) Be sure to address how this situation has been resolved so that it will no longer impact your future academic performance.

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## SATISFACTORY ACADEMIC PROGRESS APPEAL – ACADEMIC PLAN

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Student's Last Name	First Name	MI	Lander ID (L#)
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**Academic Official's Signature (Required)**

**Email address**

If completing the form electronically, you can add required signatures by selecting the SIGNATURE ICON above.

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**Academic Official's Printed Name**

**Telephone Number**

**Date**

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

**FOR THE ACADEMIC ADVISOR:** An Academic Plan consists of a written, realistic plan for the student to meet the Financial Aid Satisfactory Academic Progress Policy standards (provided below or available at [www.lander.edu/admissions/tuition-financial-aid/satisfactory-academic-progress-sap](http://www.lander.edu/admissions/tuition-financial-aid/satisfactory-academic-progress-sap)). You can provide the plan in the space below or submit it separately to the Financial Aid Office. The plan can be the Degree Evaluation or the 4-Yr Major Guide with completed vs. required courses, including details on grades or repeat coursework needed.

If submitting the academic plan directly to our office rather than to the student, don't forget to provide your contact information, the student's name, and LU ID #.

## Lander University Financial Aid Office Satisfactory Academic Progress (SAP) Policy

eff July 1, 2012

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 (Completion Ratio)

The quantitative evaluation requires that all students pass a percentage of ALL attempted hours. \*The percentage is calculated by dividing the overall passed hours by the overall attempted hours. (Passed ÷ Attempted = Ratio). Passed hours include transfer hours for which a student may, or may not, receive earned hours toward graduation at Lander. This standard is designed to ensure students may reasonably complete their degree within the required maximum time frame. The minimum standards are outlined below:

Overall Hours Attempted	Minimum Completion Ratio Required
0-29	50%
30-59	58%
60-	67%
Graduate	67%

**\*Attempted hours include Pass/Fail courses, withdrawals, repeated courses, and failed courses. Summer hours are included. All transfer hours attempted from ALL institutions (including withdrawals or failing grades) and hours for which a student did not receive financial aid are counted. Courses which are dropped during the regular Drop/Add periods and are not reflected on the academic transcript are not counted.**

### 2. Qualitative Evaluation (GPA)

The qualitative evaluation requires that students maintain a minimum level of academic achievement. The current minimum levels of academic achievement are provided below:

Cumulative Hours Passed	Minimum Cumulative Grade Point Average Required
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 to a maximum of 150% of the credit hours required for a degree. An undergraduate student cannot be eligible for federal or state aid after **attempting** more than 187 credit hours. A student who cannot mathematically finish their program within the maximum time frame is not eligible for aid. For example, a transfer student who has attempted 150 credit hours but still needs 60 hours to complete their degree requirements at Lander is not eligible because they only have 37 credit hours remaining before reaching the 187 maximum.

This standard applies to all undergraduate degree candidates, including second-degree students and includes transfer hours from **ALL prior institutions**. See #1 above for a definition of hours counted as attempted hours. 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.

Graduate students must complete all degree and graduation requirements within 54 credit hours.

Learn more at: <https://www.lander.edu/admissions/tuition-financial-aid/satisfactory-academic-progress-sap>