

Helpful Hints

Satisfactory Academic Progress Appeal for Extension of Maximum Credits

Before

- Have a complete FAFSA on file with Financial Aid for the semester you are requesting
- Be fully admitted and a degree-seeking student at LC State
- Be in good academic standing with the Registrar's Office

Submitting your appeal

- Complete **all** sections of the appeal packet
- Attach a **SIGNED** detailed letter of explanation, which includes:
 1. Describe why you have the number of credits and no degree
 2. What happened over your educational career that slowed your progress

Examples of extenuating circumstances include but are not limited to: hospitalization or medical condition of the student, unexpected death or major hospitalization of an immediate family member, or an emergency event (house fire, victim of a violent crime, car wreck, illness etc.). While employment is not considered an extenuating circumstance, work issues beyond your control may be considered on a case-by-case basis. While academic coursework can be challenging, general academic difficulty does not meet the criteria for extenuating circumstances.

Examples of documentation include but are not limited to: health care provider letters with dates of diagnosis and/or treatment, death certificates, obituaries, or police reports.

Extenuating circumstances can only be used once. If you are appealing for a second time, your circumstances must be substantially different from your initial appeal.

Meeting with your advisor

- Identify all the courses remaining to complete your degree
- identify how many terms left until graduation
- Advisor's signature confirms agreement with the progress plan
- Your advisor needs to highlight courses pertaining to your degree, sign, and date for one of the following
 - **TRANSFER CREDITS ONLY** - TRER (Transfer Equivalency Report)
 - **LC STATE CREDITS ONLY** – LC State Transcript
 - **BOTH TRER and LC State Transcript**
 - 14 or more transfer credits
 - And LC State credits