

Helpful Hints

Satisfactory Academic Progress Appeal for Reinstatement

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 what caused you to fall below the federal requirements
 2. How have those conflicts been resolved or managed

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 the second time, your circumstances must be substantially different from your initial appeal

Meeting with your advisor

- Identify the courses required for your degree
- Identify which term to take the course and provide two to three terms
- Advisor's signature confirms agreement with the progress plan