

**LAMAR STATE COLLEGE - PORT ARTHUR
OFFICE OF STUDENT FINANCIAL AID**

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| <h2 style="margin: 0;">Academic Progress Appeal</h2> |
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Name _____ Date _____

Address _____ ID # _____

City/State/Zip _____ Phone (____) _____

Last semester of attendance at LSC-PA _____

Even though you are currently on Financial Aid Suspension, it is possible to have your eligibility for Title IV Federal Student Assistance reviewed if mitigating circumstances were responsible for this deficiency. The Financial Aid Appeals Team will review all typed requests for reinstatement that are received. Completion of the Academic Appeal Progress form does not assure reinstatement of Title IV financial assistance, nor does it relieve me of further appeals for financial aid in the future.

Complete all of the items indicated below as thoroughly as possible. The responses to the numbered items should be provided on a separate sheet(s) of paper and attached to this appeal form.

YOU MUST COMPILE AND ATTACH SIGNIFICANT DOCUMENTATION TO JUSTIFY YOUR APPEAL. THE TEAM WILL ONLY REVIEW THE MATERIALS THAT YOU PROVIDE; THEREFORE IT IS YOUR RESPONSIBILITY TO THOROUGHLY DOCUMENT YOUR APPEAL.

1. Provide your own typed statement clearly describing the reasons and the circumstances surrounding your lack of sufficient progress. Your attention should be focused on the particular academic terms and/or courses for which you registered but did not subsequently earn credits. Supporting documentation will help to expedite the review process. Be specific and concise in your explanation since incomplete information may cause a delay in the review of your appeal or a denial of your request.

2. If medical problems played a role in your lack of sufficient progress, attach any supporting evidence that you can provide from your physician that will more fully explain your particular situation.

3. If appropriate you may also provide a letter, from an individual who is familiar with the specific circumstances surrounding your lack of sufficient progress, to substantiate your typed statement. This letter may be from a faculty member, advisor, clergy, or other informed individual who is knowledgeable about your situation.

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Listed below are some additional guidelines to assist you in your preparation of your typed appeal.

- A. Provide a typed statement with supporting documentation describing the reasons and circumstances surrounding your lack of sufficient progress. ____ Initials
- B. Do not discuss your need for financial aid as part of your rationale for reinstatement of Title IV Federal Student Assistance eligibility. It is assumed by the Financial Aid Appeals Team that any student filing an appeal is doing so based upon financial need. ____ Initials
- C. Describe the actions taken to prevent future recurrence of the lack of satisfactory academic progress. ____ Initials
- D. Even if you attach letter(s) of support, you must still provide your own typed statement explaining your unusual or mitigating circumstances. ____ Initials
- E. You will have **ONE** chance to present your case. **Multiple** letters will not be accepted because the original letter is denied. ____ Initials

Signature

Date

Return this completed appeal form with your attached typed statement and documentation to:

Office of Student Financial Aid
Attn: Appeals Team
P.O. Box 310
Port Arthur, TX 77641-0310

Once the Financial Aid Appeals Team has reviewed your information, you will be notified in writing of their decision of approval or denial at the address of record in the Records Office. **NOTE: You may want to verify your address with the Records Office prior to submission of this appeal.**