



## Satisfactory Academic Progress Request for Review 2009-2010

Student Name: \_\_\_\_\_ CWID or SS #: \_\_\_\_\_

Loyola email: \_\_\_\_\_ Date: \_\_\_\_\_

Federal regulations require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making [satisfactory academic progress](#) toward earning his/her degree. This determination of progress must be made after each term and before the financial aid office disburses any federal aid funds for the subsequent semester.

These guidelines are published at:

- <http://www.loyno.edu/financialaid/undergraduate-satisfactory-academic-progress-policy> (undergraduate)
- <http://www.loyno.edu/financialaid/msn-program-satisfactory-academic-progress-policy/> (graduate nursing )
- <http://www.loyno.edu/financialaid/graduate-student-satisfactory-academic-progress-policy/> (all other graduate programs)

Students who are not meeting these published standards will not be eligible to receive aid from any federal , state, or institutional “need based” aid program.

### ***Right to Appeal:***

You have the right to appeal any decision of ineligibility to continue to receive financial assistance. Your appeal must be filed within 30 days of notification that aid eligibility has been lost, and it must be made in writing to the [Director of the Office of Scholarships and Financial Aid](#) . The appeal may not be based upon your need for the assistance OR your lack of knowledge that your assistance was in jeopardy. An appeal would normally be based upon some unusual situation or condition which prevented you from passing more of your courses, or which necessitated that you withdraw from classes.

Examples of possible situations include documented serious illness, severe injury, or death of a family member.If you do not have grounds for an appeal, or if your appeal is denied, you may still be able to regain your eligibility for future semesters. This is done by enrolling at Loyola at our own expense -- without financial assistance -- and negotiating a contract with the Office of Scholarships and Financial Aid, in advance, for the conditions under which eligibility may be restored.

***If you wish to appeal, please follow the instructions below.***

Complete this form and attach the following documentation:

**1. LETTER OF EXPLANATION FOR REQUESTING AN APPEAL:**

You must provide a signed letter of explanation detailing the date the problem occurred, the nature of the problem, how your studies were affected, and how the problem was resolved.

**2. REQUIRED SUPPORTING DOCUMENTATION:**

• If you have not earned enough hours based on the number of hours you have attempted and/or have a **GPA that is below 2.00 after 4 semesters (undergraduate students)**, a letter of support is required from someone who knows of your situation.

- If your **GPA is below a 2.0**, you must also include an Academic Plan from the Academic Resource Center or the Associate Dean of Your College
- If you or an immediate family member experienced a serious injury, illness or mental health condition, please attach a statement from your physician or mental health professional, reflecting date(s) of occurrence/treatment.
- If you experienced the death of immediate family member, please attach a copy of the death certificate, paper obituary/link to online obituary, or statement from physician.
- If you experienced other circumstances beyond your control, please attach documentation that supports the situation.

• **UNDERGRADUATE STUDENTS:** If you have attempted over 150 hours and have not completed your undergraduate degree requirements, you must provide an advisor's statement giving the month and year of your expected graduation date written on departmental letterhead.

**REMEMBER:** All appeals **MUST** include the following:

1. This Appeal Form
2. Signed Letter of explanation
3. Any relevant supporting documents

**The Financial Aid Appeals Committee will review everything that you submit. The Committee will send its decision within 10 working days to your Loyola University e-mail address**

**STUDENT CERTIFICATION:** I certify that I have read the Satisfactory Academic Progress Policy Guidelines applicable to my class standing.

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**Student Signature**

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**Date**

Submit this form to the **Office of Scholarships and Financial Aid, Loyola University New Orleans, 110 Marquette Hall, Campus Box 206, New Orleans, LA 70115**