

SATISFACTORY ACADEMIC PROGRESS APPEALS PROCEDURES

Students denied aid may appeal in writing to the financial aid office. This appeal should explain any mitigating circumstances, which have caused the student's failure to make academic progress. The Coordinator of Financial Aid will review appeals. Relevant documentation necessary to verify or support the appeal (e.g. death in immediate family, extended personal illness, recent divorce, etc.) should be submitted with the appeal letter. Students denied their appeal by the Coordinator may then appeal to the director of Financial Aid. (**NOTE:** If a student's appeal is denied, new information and documentation is required at each level of appeal to enhance the chances for granting subsequent appeals). If appeal is denied by the Director, students may then appeal to the Vice President for Student Services. The decision of the Vice President is final. Ten (10) working days should be allowed at each level of appeal. Students will be notified of decisions through MyLSCO.