



Lansing Community College  
 1121 – Financial Aid Office  
 Room 203, Gannon Building  
 PO Box 40010  
 Lansing, MI 48901-7210  
 Phone: (517) 483-1200 (option 2)  
 Fax: (517) 483-1170

## Financial Aid GPA/Completion Ratio Appeal

Less than a 2.0 GPA and/or  
 70% Completion Ratio Appeal

Name: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

Student Number: \_\_\_\_\_

Completion Ratio: \_\_\_\_\_

Follow all three steps below and submit this appeal form, letter, and documentation to the Financial Aid Office. An appeals committee will review your materials and notify you by mail of a decision.

Step 1 of 3 - Reason for Appeal & Documentation		
<input type="checkbox"/>	I experienced a significant mental or physical illness or injury that directly affected my ability to meet the academic standards.	<ul style="list-style-type: none"> <li>Evidence of illness or injury such as doctor's statement, hospital bills, etc. AND</li> <li>Evidence that the condition no longer exists or is being managed.</li> </ul>
<input type="checkbox"/>	I experienced a significant personal tragedy or event in my life that directly affected my ability to meet the academic standards.	<ul style="list-style-type: none"> <li>Evidence such as an obituary, funeral notice, legal records, and/or police reports.</li> </ul>
<input type="checkbox"/>	I have been out of school for an extended period of time and experienced difficulties previously that directly affected my ability to meet the academic standards. I can now demonstrate stability that will enable me to be successful as a student.	<ul style="list-style-type: none"> <li>Evidence such as proof of employment, academic transcripts, medical statements, legal documents, child-care, etc.</li> </ul>
<input type="checkbox"/>	Other unusual or mitigating circumstance(s) beyond my reasonable control.	<ul style="list-style-type: none"> <li>Evidence such as legal records, police reports, proof of incident, obituary notice, funeral notice, medical records, etc.</li> </ul>

Step 2 of 3 – Letter Of Appeal
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Type (or very legibly print) a letter of appeal that addresses all periods of enrollment in which you failed to maintain satisfactory academic progress and which explains all of the following:

- a) why you failed to meet the minimum academic standards, AND
- b) what unusual and/or mitigating circumstance(s) caused the failure, AND
- c) how the circumstances have improved (i.e., no longer exists or is being managed), AND
- d) your college and career goals.

Step 3 of 3 - Enrollment Intentions			
(Complete the tables below indicating your enrollment intentions for the current and next semester at LCC)			

Semester _____ 20_____	Semester _____ 20_____		
<i>e.g. Math 112</i>	4		

**I understand that if I am granted an appeal for reinstatement of my financial aid, I must earn a minimum overall 2.0 grade point average and complete 100% of the courses attempted each semester on time to retain eligibility (no W or I grades).**

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only -

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APPEAL # (check one):     First     Second     Third     Fourth

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BREACH LAST APPEAL?    YES     NO

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RESULT of Appeal Review:     Appeal APPROVED     Appeal DENIED

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Appeal Reviewed by (print name): \_\_\_\_\_

COMMENTS (optional):

Reviewer's SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Appeal Reviewed by (print name): \_\_\_\_\_

COMMENTS (optional):

Reviewer's SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Appeal Reviewed by (print name): \_\_\_\_\_

COMMENTS (optional):

Reviewer's SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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