



# LEHIGH UNIVERSITY

## PETITION FOR REVIEW OF FINANCIAL AID ELIGIBILITY

Lehigh University provides an appeal process for students who are denied financial aid due to academic performance. Students who are petitioning for aid must submit:

- ☐ A complete application for financial aid by the given deadlines.
- ☐ The "Petition for Review of Financial Aid Eligibility" form (this form), signed by the student.
- ☐ An expansive self-statement about what contributed toward the academic performance that failed to meet the minimum standards for financial aid renewal, as well as what has changed that will allow you to make satisfactory academic progress.
- ☐ An approved academic plan, approved and signed by your academic advisor (see attached template).
- ☐ Two faculty endorsements. These should be statements concerning your recent (within two semesters) classroom performance and potential for future success in the Lehigh classroom.
- ☐ A copy of your Degree Audit Report
  - To access your Degree Audit Report, log into the portal and select the banner icon in the top right. Select STUDENT SERVICES, then STUDENT ACADEMIC RECORDS, then DARSWeb (third from bottom). Select SUBMIT AN AUDIT and then RUN AUDIT. To view the results, select VIEW SUBMITTED AUDITS (hit Refresh the List if you don't see results) and select the degree listed under VIEW LINK.

The Committee will meet three times in an academic year; once after Summer Session I has concluded, once after Summer Session II has concluded, and lastly after Fall term has completed and final grades have been submitted. **Complete** petitions should be submitted **ONE WEEK** prior to the committee meeting dates in order to receive full consideration. Contact the Office of Financial Aid to find out the exact dates of the committee meeting.

*It is your responsibility to ensure that the complete petition is submitted and processed **ONE WEEK prior to the committee meeting dates**.* The petition status can be viewed on Banner Self-Service.

The committee is looking for a clear indication that you have made a committed effort to achieve academic success, measured in part through regular classroom attendance, completion of assignments, seeking tutorial assistance or other means. Your professors may be contacted directly for additional input.

You will be notified of the committee's decision 3 – 5 business days following the decision. If a petition is approved by the committee, you will be put on financial aid probation and be given a financial aid award for one semester with the ensuing semester's aid pending satisfactory academic progress is made. If the petition is approved, it is assumed that you will follow the academic plan that has been submitted (variation of courses is accepted as long as progress is made toward a degree in the time span listed on the plan). If you have failed to make progress in the semester after an approved petition has been completed, you will lose eligibility for financial aid.

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Student Name

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Student LIN

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Student Signature

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Date

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Please submit to Lehigh University's Office of Financial Aid

Via Fax: (610) 758-6211, LU FileSender via [www.lehigh.edu/financialaid](http://www.lehigh.edu/financialaid), or Email: [inemesc@lehigh.edu](mailto:inemesc@lehigh.edu)

You may also contact our office at (610)758-3181 or [financialaid@lehigh.edu](mailto:financialaid@lehigh.edu)

## PETITION FOR REVIEW OF FINANCIAL ELIGIBILITY-FACULTY STATEMENT

This student has been denied University financial aid because of an unsatisfactory academic record. (S)he is petitioning for reconsideration based on a self-evaluation together with statements from two faculty members. We are looking for indications that this student has made an effort in the classroom as measured by attendance, attitude and the timely submission of required assignments - together with an assessment of academic potential.

Please return this form (attaching any supplementary pages) within two weeks of receipt unless asked to do so more quickly because of the expected date of Committee review. While your support cannot guarantee a favorable decision, it will greatly assist the Committee on Undergraduate Financial Aid in their deliberations.

**You may also e-mail your response to [financialaid@lehigh.edu](mailto:financialaid@lehigh.edu).**

Thank You,  
Jennifer Mertz  
Director, Financial Aid

[illegible]

Faculty Name

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Faculty Signature

Date \_\_\_\_\_

This document will become a part of the student's file. Please be advised that students have a right to view all information in their file.

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# Academic Plan Worksheet

Student

Name: \_\_\_\_\_ Major/College \_\_\_\_\_ LIN: \_\_\_\_\_

This degree requires a minimum of \_\_\_\_\_ credits.

	<b>Fall</b> 20__	
<b>Second Year</b>	Course	Credits
	<b>Total:</b>	
<b>Third Year</b>	<b>Fall</b> 20__	
	Course	Credits
	<b>Total:</b>	
<b>Fourth Year</b>	<b>Fall</b> 20__	
	Course	Credits
	<b>Total:</b>	
<b>Add't Semester(s)</b>	<b>Fall</b> 20__	
	Course	Credits
	<b>Total:</b>	

<b>Spring</b> 20__	
Course	Credit
<b>Total:</b>	
<b>Spring</b> 20__	
Course	Credit
<b>Total:</b>	
<b>Spring</b> 20__	
Course	Credit
<b>Total:</b>	
<b>Spring</b> 20__	
Course	Credit
<b>Total:</b>	

<b>Summer</b> 20__	
Course	Credit
<b>Total:</b>	
<b>Summer</b> 20__	
Course	Credit
<b>Total:</b>	
<b>Summer</b> 20__	
Course	Credit
<b>Total:</b>	

It is the student's responsibility to know and complete all degree requirements. All academic plans and course offerings are subject to change. Students should consult with their academic advisor prior to making revisions to the academic plan to ensure that all necessary curricular requirements are being met and to prevent delays in academic progression. Final graduation clearance is completed by the Registrar's Office

I certify that I reviewed the above academic plan. Petitions for additional aid will not be granted to students who choose to enhance their bachelor's degree with additional credentials (ie. second major/minors) and are unable to do so during the 8 consecutive semesters. If the academic plan includes semesters above four years, I certify that those semesters are required in order for the student to obtain a first bachelor's degree.

Academic Advisor: \_\_\_\_\_ Student: \_\_\_\_\_ Date: \_\_\_\_\_

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