



Leech Lake Tribal College

Academic & Financial Aid Appeal/Petition Form

Petition for:

Fall _____ Spring _____ Summer _____
Year Year Year

Student Information:

First Name: _____ MI: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone/Message/Cell: _____

Have you petitioned before? Yes No

When a student is placed on Academic Suspension, they must complete an Academic & Financial Aid Appeal/Petition Form to be reviewed by the Satisfactory Academic Progress (SAP) Committee.

Students must complete this appeal form in the following circumstances:

- The student has already stopped-out the required amount of time following suspension (one semester for the first suspension, one calendar year for the second suspension, and two calendar years for the third and subsequent suspensions).
- The student is being placed on academic suspension even though they have made significant academic progress because they have not met the 67% completion rate and would like to have the academic suspension status waived for the upcoming semester.
- The student has been placed on academic suspension, but there are extenuating circumstances that impeded their academic performance and they would like to request the suspension be waived for the upcoming semester in order for them to demonstrate improved performance.

Students must submit the completed form to the Registrar's Office at least two weeks prior to the beginning of each semester. The SAP committee will be meeting only once per month at which time all appeals will be reviewed.

Students will receive written notification of the appeal decision from the Registrar's Office after the SAP Committee has made recommendations and the Dean of Instruction has approved or amended those recommendations.

A student who has appealed and been approved will be allowed to register for a maximum of 6 credits for their first semester back. After successfully completing the semester, students may return to full-time status.

