Office of Student Financial Aid – Lamar State College Port Arthur
MEMBER **THE TEXAS STATE UNIVERSITY SYSTEM ™**

EXCESSIVE HOURS OR EARNED DEGREE APPEAL

Name_____ Date _____

Student ID #_____ Phone (____) _____ Expected graduation date: _____

Program of Study at LSCPA: _____
Must be a recognized degree program at Lamar State College Port Arthur and match your current declared major

Semester the Appeal is for _____Fall _____ Spring _____Summer

Our records indicate that you:

___ Have attempted _____ hours which is more that 150% of your current degree plan

___ Have an Associate's Degree or higher.

Steps to Appeal:
You must submit this form and a **typed** explanation of your circumstances.

Your typed explanation should answer the following questions and explain the circumstances that led to your excessive hours, or the reasons why you are pursuing a second degree (associates). You must be degree seeking at LSCPA and you can only receive financial aid for hours that meet the requirements of your new major.

1. Why do you have so many hours in your college career?
2. Why should you receive additional financial aid?
3. How will the change in your degree impact your future?

Appeal must be between 50 and 200 words in length (no more). Provide any documentation that might help your case.

NOTE: This request must be submitted to the Financial Aid Advisors to have the above Program of Study degree plan prepared. Sufficient time must be given to the Financial Aid Office to review the request (usually 1 week, except during peak periods please allow extra time) to be processed.

Certification and Signatures

I hereby certify that all information contained in this appeal, including the personal statement and documentation, is true and complete to the best of my knowledge.

I understand that it is my responsibility to pay all outstanding balances on my account while waiting for an appeal decision. Regardless of the appeal decision, I am responsible for any late fees incurred. My appeal will not be reviewed until all documentation has been received. I will receive an email notifying me once it has been reviewed.

_____ _____
Student's Signature Date

Lamar State College Port Arthur is an equal opportunity/affirmative action educational institution and employer.