

**2022-2023 SATISFACTORY ACADEMIC PROGRESS APPEAL (SAP-1)**

TERM (CHECK ONE): \_\_\_\_ FALL \_\_\_\_ SPRING \_\_\_\_ SUMMER

Only a student who has failed to meet the requirements of Satisfactory Academic Progress (SAP) due to a seriously extenuating circumstance is encouraged to go through the appeal process (c.f. [34 C.F.R 668.34](#)). *Polk State College's SAP Policy* and a self-help worksheet are available at: <https://www.polk.edu/admission-aid/financial-aid/satisfactory-academic-progress/>. **This *Satisfactory Academic Progress Appeal Form* is to be submitted only if the individual is appealing for the first time; had an appeal approved but then failed or received an *Incomplete* grade in an approved term; the individual withdrew; or the person received a *Term of Warning* in a previous term but is still below the 67% completion rate.**

**The following materials must be submitted with this form:**

1. An **Appeal Letter**: This letter must specifically address the extenuating circumstance(s) (with dates) that resulted in academic problems. The appeal letter must explain why the individual failed to make satisfactory progress, and what has changed in his or her situation that will allow for satisfactory progress toward graduation in the future.
2. **Documentation**: Extenuating circumstances may include emergency medical issues, death in the family, or other life crises. If this is the case, supporting documents and dates must directly relate to the situation that caused the unsuccessful term stated in the letter. Acceptable documentation may include a death certificate, divorce decree, police report, detailed medical documentation (i.e., not a discharge page), a notarized letter from third party, etc. The office does not accept photographs of documents (c.f., [34 C.F.R 668.34](#)).

**Student Information** *(Please print)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

ID: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Check which applies: First Appeal attempt: \_\_\_\_ Second Appeal attempt: \_\_\_\_ Executive Decision attempt: \_\_\_\_

**Note:** If a student appeals one term, he or she cannot appeal with the same circumstance at a later time (c.f. [34 C.F.R 668.34](#)). The dates of the event(s) in question MUST match the dates of the classes in the appeal. Incomplete appeals are automatically denied. All appeal decisions are sent to the Polk State College email account, but inquiries can be made by visiting the office, via email to [financialaid@polk.edu](mailto:financialaid@polk.edu).

*I certify that all the information submitted is accurate and complete. I understand that I may be denied if I do not present an extenuating circumstance or enough reliable documentation. If I am denied, I understand that in accordance with Student Financial Services Office policy, I can only challenge the denial decision once.*

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

***\*\* Polk State College policy states a student can submit an appeal twice. A student may request for the Director to review an additional appeal in a severely extenuating circumstance; however these requests are rarely granted. The inclusion of documentation as outlined does not guarantee that an appeal will be granted. Each appeal case is considered on an individual basis. Federal regulation (c.f. 34C.F.R 668.34) explains that an appeal can only be granted to a student determined to be capable of reaching the requirements of Satisfactory Academic Progress within an appeal-approved semester.\*\****

### **OFFICE OF STUDENT FINANCIAL SERVICES USE ONLY**

***DECISION: APPROVED / DENIED (CIRCLE ONE)***

Reason for denial: \_\_\_\_\_

\_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Student Financial Services  
999 Avenue H, N.E.  
Winter Haven, FL 33881-4299  
Phone: 863.297.1004  
Fax: 863.298.6850  
Email: [financialaid@polk.edu](mailto:financialaid@polk.edu)