

2023-2024 SATISFACTORY ACADEMIC PROGRESS APPEAL

TERM (CHECK ONE): ___FALL ___SPRING ___SUMMER

Only a student who has failed to meet the requirements of Satisfactory Academic Progress (SAP) due to a serious extenuating circumstance is encouraged to go through the appeal process. Go to <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-C/section-668.34>.

Polk State College's SAP Policy and a self-help worksheet are available at: <https://www.polk.edu/admission-aid/financial-aid/policies/satisfactory-academic-progress/>.

This Satisfactory Academic Progress Appeal Form is to be submitted only if the student 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 student 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 failures. The appeal letter must explain why the individual failed to make satisfactory progress, and what has changed in their 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 be related 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 <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-C/section-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, they cannot appeal with the same circumstance later (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-C/section-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, or via email to financialaid@polk.edu.

I certify that all the information submitted is accurate and complete. I understand that the appeal may be denied if I do not present an extenuating circumstance or enough reliable documentation. If the appeal is 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: _____

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