

TERM: _____ SATISFACTORY ACADEMIC PROGRESS APPEAL SAPAPP1

The Office of Student Financial Services has established an appeal process for students whose aid has been suspended due to the failure to meet Satisfactory Academic Progress requirements. Students who feel they have an extenuating circumstance have a right to an appeal. Reasons for a review of your record may include medical issues, death in the family, or other family crisis. **This form is to be submitted if you are appealing for the first time, have appealed and were approved but failed, withdrew or received an incomplete in the approved term, or received a Term of Warning in the previous term. You must submit a letter of appeal, and you must attach a copy of your degree audit signed by an academic advisor with approved classes only in your major counting toward graduation, and supporting documentation matching the reason you state in your letter. Please note our SAP policy when it comes to incompletes, withdrawals, D's, and F's on our website polk.edu Admissions & Aid, Financial Aid, Satisfactory Academic Progress. You must submit an appeal each term until you meet SAP on your own. If your appeal is approved, you cannot withdraw, fail, or make D's and F's in the term of approval. If you do, you will be denied and will have to appeal.**

Section A: (Please print)

Last Name First Name M.I. ID

(Present Mailing Address) Street City State Zip Code
() ()

Home Phone Cell Phone

I certify that all the information submitted is accurate and complete:

Student Signature Date

OFFICE OF STUDENT FINANCIAL AID & SCHOLARSHIPS SECTION

FA GPA: _____ TOTAL ATT HOURS: _____ % ATT HRS COMPLETED: _____ % OF 150 RULE: _____

EARNED HOURS: _____ PROGRAM ID: _____ REMEDIAL HOURS: _____ DEGREE AUDIT: _____

LETTER ATTACHED: _____ SUPPORTING DOCS: _____ HOURS REMAINING TO GRADUATE: _____ DATE RCVD: _____

DATE EMAIL SENT: _____ DATE FILE NOTATED: _____ Decision: _____ Approved /Denied

Reason for denial: _____

Staff Initials: _____ Date: _____

**** Our appeal policy states you can submit an appeal twice after that your appeal goes to the next level for a final decision****

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