

TERM: _____ SATISFACTORY ACADEMIC PROGRESS SECONDARY APPEAL SAPAPP2

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 extenuating circumstances 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 only immediately following an approved term for Satisfactory Academic Progress in which you have maintained successful progress and are not failing the 150% portion of SAP. Successful progress means you passed ALL your classes with no withdrawal, D's, and F's. You must attach a copy of your degree audit signed by an academic advisor with approved classes only in your major counting toward graduation. Please note our SAP policy when it comes to incompletes, withdrawals, D, and F's on our website polk.edu Admissions & Aid, Financial Aid, Satisfactory Academic Progress. You must submit an appeal and degree audit each term until you meet SAP on your own.**

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: I certify I have submitted my signed degree audit and passed all classes with no D's, F's, Incompletes, or Withdrawals.

Student Signature	Date
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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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