

1. **Attach a detailed, typed explanation** of the circumstances that led to the SAP violation and why those circumstances are no longer affecting your academic performance. In addition, indicate what you have done to address the problems that have prevented you from maintaining SAP, and what you will do in the future to ensure that you will meet the SAP requirements. *Be sure to submit your third party documentation with this form.*
2. **Degree Audit Form.** If you have violated the 150 percent maximum timeframe component of SAP, you must provide a completed SAP Degree Audit Form with this appeal. The form is available on the Financial Aid website.
3. **Decision.** The decision of the Appeals Committee will be communicated to you via your Palm Beach State email.

If my appeal is approved, I understand that I will be expected to bring my performance to the required standard or adhere to the following Academic Plan.

- Complete each semester with a minimum 2.0 term GPA.
- I must NOT withdraw, audit or fail any courses.
- Financial aid will only apply toward courses REQUIRED for my approved degree or certificate program.
- I must develop an educational plan with my academic advisor and I will not change my program objective or take courses not outlined in my approved plan.
- Approvals are valid for one semester only. Aid for future terms may not be offered until the semester grades have been reviewed.

By signing below, I hereby affirm that I have read and agree to the mandatory appeal conditions set forth by the Financial Aid Office as outlined on this form.

Signature: _____ **Date:** _____