

# Satisfactory Academic Progress Appeal Form

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Student's Name (PRINT): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

PBSC ID: \_\_\_\_\_ Home Campus: \_\_\_\_\_  
(9-digit number required) (Primary location of attendance)

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Federal regulations require that students receiving federal financial aid meet Satisfactory Academic Progress to continue to receive federal financial aid. At PBSC, Satisfactory Academic Progress (SAP) is measured at the end of Spring term. Satisfactory Academic Standards require that students meet the following three requirements.

1. Required completion rates (Pass Rate Rule): students must earn 67% of their overall cumulative attempted hours.
2. Required grade point averages (GPA Rule): Minimum overall cumulative 2.0.
3. Requirement of maximum time frame (Max Hours/150% Rule): Students must complete their degree program within 150% of the published length of that program.

For more information about the Palm Beach State College's academic progress policy and requirements to receive financial aid, please see: <http://www.palmbeachstate.edu/financialaid/policies.aspx>

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Students not meeting Satisfactory Academic Progress can appeal. To appeal the denial of your continued financial aid eligibility resulting from not complying with the Satisfactory Academic Progress standards, **you will need to follow the steps and instructions below. The Deadline to submit Appeals for the Fall semester is July 25, 2019. To avoid delays of the review and determination of your Appeal, please submit your appeal as soon as possible.**

## Step 1: Statement of Extenuating Circumstances and Required Documentation

*Appeals submitted without all required documentation will be regarded as incomplete and will not be accepted.*

### **The following must be submitted as part of the appeal:**

- Written statement of the extenuating circumstances which prevented you from making Satisfactory Academic Progress this past academic year. *See page 2 for examples of Acceptable Reasons for Submitting an SAP Appeal and acceptable supporting documentation.*
- Explanation of what has changed and is changing to allow you to meet Satisfactory Academic Progress.
- Documentation to support the extenuating/mitigating circumstances outlined in your statement.

## Step 2: Meet with a Financial Aid Advisor to Review and Submit Appeal – Check for Office Hours

In preparation for your meeting with the Financial Aid Advisor, please be sure to have all your required documents as outlined above to avoid processing delays. During this meeting the FA Advisor will review your documents for accuracy and completion, Please note that after meeting with your Financial Aid Advisor, you may be asked to submit an Education Plan and/or Degree Audit.

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*\*Submitting an appeal for reinstatement of your financial aid eligibility does not guarantee that reinstatement will be granted. The average time to review an appeal is two weeks. You will be notified of the final decision concerning your appeal via PBSC student email. You must make other payment arrangements to cover your tuition, fees and other expenses if you wish to enroll prior to review of your appeal.*

## Examples of Extenuating Circumstances and Required Documentation

<i>Example of Extenuating Circumstance(s) for Submitting an SAP appeal</i>	<i>Examples of Required Documentation</i>
<i>Personal Illness or injury (including medical withdrawal)</i>	<ol style="list-style-type: none"> <li>1. <i>A detailed statement of the medical circumstances including the date of occurrence, duration, and how it negatively affected your coursework.</i></li> <li>2. <i>A detailed explanation of what steps you've taken to successfully move forward (i.e. statement from a physician, academic adviser, or 3rd party agency that assisted you during your illness or injury).</i></li> <li>3. <i>Supporting documentation (i.e. medical withdrawal, physician's statement, copy of police report, medical documentation).</i></li> </ol>
<i>Illness of a family member</i>	<ol style="list-style-type: none"> <li>1. <i>A detailed statement of the medical circumstances of the family member, including the name and relationship of the family member to you, the date(s) of occurrence(s), duration, and how it negatively affected your coursework.</i></li> <li>2. <i>A detailed explanation regarding what steps you've taken that will allow you to successfully move forward (i.e. physician's statement, academic adviser, 3<sup>rd</sup> party agency)</i></li> <li>3. <i>Provide documentation (i.e. physician's statement, medical documentation)</i></li> </ol>
<i>Death of a Relative</i>	<ol style="list-style-type: none"> <li>1. <i>A detailed statement including the name of the deceased and his/her relationship to you with an explanation of how this event negatively affected your coursework.</i></li> <li>2. <i>Provide a copy of obituary or death certificate</i></li> </ol>
<i>Personal Crisis</i>	<ol style="list-style-type: none"> <li>1. <i>A detailed statement of the crisis including the date of occurrence, duration, and how it negatively affected your coursework.</i></li> <li>2. <i>A detailed statement regarding what steps you've taken to resolve the crisis and successfully move forward (i.e. physician's statement, academic adviser, 3rd party agency that A detailed explanation of the circumstances and how they negatively impacted your academic progress.</i></li> <li>3. <i>Supporting documentation (i.e. physician's statement, copy of police report, Personal Protection Order, medical documentation, Victim's Advocacy memo)</i></li> </ol>

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PBSC Student ID

Please explain the special circumstance(s) that prevented you from meeting the criteria for SAP. **Provide supporting documentation for each circumstance cited.** If you need more space, please attach additional narrative to this form. It is encouraged that your statement be brief.

Please explain how the circumstance(s) have been resolved/remedied and will no longer hinder future academic success. **Provide supporting documentation for each circumstance cited.**

For details about SAP and the appeal process, visit <http://www.palmbeachstate.edu/financialaid/policies.aspx>.

***By signing, I certify the information provided above and any attachments are true and accurate, and I may be contacted for additional information and/or documentation to process this appeal.***

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date