



# Satisfactory Academic Progress (SAP) Appeal for School Year: 20\_\_ to 20\_\_

Name: \_\_\_\_\_

Last four of SS#: \_\_\_\_\_

DOB: \_\_\_\_\_

According to our records, you have not adhered to eligibility criteria as adopted by PCC Board Policy 400-10. As a recipient of Federal funds, you are required to maintain a minimum CGPA of 2.0 or higher, as well as completing 67% of your classes, in order to remain eligible for aid. You must be attending classes regularly and making progress in those classes in order to make satisfactory progress.

## Satisfactory Academic Progress Appeal

### INSTRUCTIONS:

**Your appeal statement must be typewritten and you must complete the academic program plan on the next page.** These documents must be submitted together to the Financial Aid office. Appeals submitted without documentation or with incomplete documentation will not be reviewed.

This appeal and supporting documents will be presented to the appeals committee for consideration. Please allow up to 14 business days once the financial aid office has received all appropriate documentation for a response.

1. **Please provide a typewritten explanation for any extenuating circumstances which caused a less than satisfactory progress on your part.** Examples of extenuating circumstances may include illness, accidents, personal or family problems, divorce or separation, etc. Circumstances must be documented. Documentation may include medical bills and/or doctor's statements, letters from employers, counselors, teachers, etc., repair bills, police reports and/or legal documents.
2. Please document and list on the next page, the courses you will take during your **total academic program** for which you are applying for financial aid. If you are applying for a complete academic year, please include courses for all semesters including summer. Check if the course will be taken during the fall, spring or summer semester and indicate in what year. Attach additional pages if necessary. **You must get your academic advisors signature. If you cannot get the advisors signature, the advisor must send an email to [finaid@prattcc.edu](mailto:finaid@prattcc.edu) confirming that you have met with them.**



***For Office Use Only:***

**(All documentation must be received prior to review of request)**

***Received:*** \_\_\_\_/\_\_\_\_/\_\_\_\_      ***Students File Completed on Date:*** \_\_\_\_/\_\_\_\_/\_\_\_\_

***Criteria:***

- \_\_\_\_ 1) Explanation for any extenuating circumstances
- \_\_\_\_ 2) Academic Plan completed with an academic advisor
- \_\_\_\_ 3) Has the student completed a SAP appeal before?

***Appeal Action:***      ***Approved:*** \_\_\_\_      ***Denied:*** \_\_\_\_

***Comments:*** \_\_\_\_\_  
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***Reviewed By:*** \_\_\_\_\_      ***Date:*** \_\_\_\_/\_\_\_\_/\_\_\_\_