



Satisfactory Academic Progress Suspension Appeal Form

Meeting financial aid satisfactory academic progress (SAP) standards is a requirement for financial aid eligibility. If you do not meet SAP standards, you may submit an appeal requesting financial aid reinstatement consideration. You should not assume that your SAP appeal will be approved and should make payment arrangements for any courses you have enrolled in.

By completing this appeal, you are certifying that you are ready to focus your efforts back on your education and toward completing your degree. Federal Student Aid has lifetime limits and student loans require repayment regardless of degree completion, please consider the financial consequences of continuing to use Federal Student Aid when you are not committed to academic success.

HOW TO FILE AN APPEAL

1. Complete this Satisfactory Academic Progress Appeal form
2. Attach supporting documentation
3. Upload the appeal and your supporting documentation to your financial aid portal
<https://finaid.park.edu/NetPartnerStudent/Logon>

If this is not your first appeal, you must also:

4. Meet with your academic or success advisor to complete and submit the Student Academic Recovery Plan

Note: The Office of Student Financial Aid is required to report incidents of sexual violence or sexual harassment disclosed through this form to the Title IX Coordinator for follow-up and possible investigation.

Satisfactory academic progress (SAP) standards and policy

The Satisfactory Academic Progress Policy is available on our website at: <https://www.park.edu/apply-financial-aid/satisfactory-academic-progress/>

Satisfactory Academic Progress (SAP) is measured at the end of the spring semester for all students who attended at least one course during that academic year. Students not meeting each measurement component will be placed on financial aid suspension and no longer eligible to receive future Title IV funding for the next pay period. SAP review components are:

- **Qualitative:** You must successfully meet the **minimum cumulative GPA of 2.0**. This measurement only includes the credit hours you have taken at Park University.
- **Pace:** At least 67% of all credit hours attempted must have successfully passing grades. Pace is calculated by dividing the number of successfully passed Park credit hours and transfer credit hours divided by the number credit hours that you have attempted. **You must complete 67% of your attempted credit hours to pass this component.**
- **Timeframe:** Undergraduate and Graduate students must complete a degree or certificate program within 150% of the average published program length measured in credit hours. Example: if completing the degree requires 120 credit hours, the attempted credit hours must be 180 or less (120 credits x 150% = 180 credits).

Appeal Decision Notification

The decision concerning your appeal will be sent to your Park email address.

Appeals are reviewed in the order received and decisions may take up to 14 days during peak processing times.

Park University
Satisfactory Academic Progress Suspension Appeal Form

Step 1 : Student Information

- I was unable to maintain Satisfactory Academic Progress and I am appealing to regain financial aid eligibility. All statements provided are true and I am committed to my future academic success.

Student Name _____ Park Student ID# _____

Student Email Address _____ Student Phone Number _____

Step 2: Student Statement

Reasons for appeal:

- Personal illness or injury Illness of family member Other
 Personal crisis Death in the family

Note: Lack of awareness of withdrawal policies and/or requirements for SAP and/or lack of preparation for college coursework are **not** acceptable reasons for an appeal.

A. Explain what happened – Admit the problem, why were you unable to maintain satisfactory academic progress?

B. Explain what has changed – what corrective measures have you taken or will you take to achieve and maintain satisfactory academic progress?

Step 3: Supporting Documentation

Please attach supporting documentation of your situation. These documents may also be uploaded into your student financial aid portal.

Your appeal is incomplete without supporting documentation and may be denied.

Step 4: Student Academic Improvement Plan

If this is your 1st SAP appeal for your degree program, please skip this step and continue to Step 5.

Repeat Appeals:

If you have been on SAP appeal previously, you must meet with your Success Advisor or Academic Advisor to develop a Student Academic Improvement Plan to outline how you will progress toward degree completion. Your advisor will help you develop this plan for success.

Step 5: Certification

I certify that the information provided is true and complete to the best of my knowledge. I agree to provide additional documentation of the information that I have given on this form if asked to do so by the Financial Aid Office.

Signature may be wet ink or signed with stylus or finger on device

Student's Signature _____ Date _____

Typed signatures are NOT accepted

Please upload this completed form within your Financial Aid Student Portal at:

<https://finaid.park.edu/NetPartnerStudent>