



PARK  
UNIVERSITY

## Satisfactory Academic Progress Suspension Appeal Form

Student ID \_\_\_\_\_

Student Name \_\_\_\_\_

### 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 agree 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>
4. Meet with your academic or success advisor to complete and submit the Student Academic Recovery Plan  
*If your appeal is approved:*
5. Complete and upload your Probation Acknowledgment

### Appeal Decision Notification

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

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

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**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.

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**If your appeal is approved (and not all appeals are approved), you will be on Financial Aid Probation and have your progress reviewed at the end of each semester until the next yearly SAP review in May. You must meet all three requirements to maintain financial aid eligibility:**

1. **GPA – You must achieve a semester GPA of 2.0 or better**
2. **Completion – You must complete all attempted courses. You may not receive any grades of I, W, WF, or F.**
3. **Academic Support – You are required to utilize Academic Support services as required in your Academic Recovery Plan and will be required to provide proof upon request**

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

### Step 1: Student Statement

- ☐ 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.

Reasons for appeal:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Serious personal illness or injury | <input type="checkbox"/> Serious illness of family member | <input type="checkbox"/> Death of immediate family member (parent, sibling) |
| <input type="checkbox"/> Personal crisis                    |   | <input type="checkbox"/> Other  |

**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 2: Supporting Documentation

Please upload supporting documentation of your situation into your student financial aid portal.

## Step 3: Student Academic Improvement Plan

- ☐ You must meet with your Success Advisor or Academic Advisor to develop a Student Academic Recovery Plan to outline how you will regain progress toward degree completion. Your advisor will help you develop this plan for success.

## Step 4: 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.

Wet Ink Signature – Digital Signatures not accepted

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>