Satisfactory Academic Progress Appeal

Credit Hour Recalculation

If you believe the credit hours used in the Satisfactory Academic Progress review should be re-evaluated, you may have your Academic Advisor complete this form to establish current degree hours attempted / earned and or GPA recalculation.

If your credit hours /GPA are correct – you need to refer to the standard Satisfactory Academic Appeal form.

SECTION I: General Information (to be completed by the student)

Name ___________________________________________ EMPLID __________________________

Please Print (First – Last)

Career (Circle):    UGRD  GRAD  LAW  MED    Major: ______________________________

Phone: ___________________________________________ Expected Grad Date: __________________

SECTION II: Statement of Appeal (to be completed by the student)

I am appealing cancellation of my financial aid for the following reasons: (check all that apply):

___Cumulative (including transfer) GPA is less than 2.0

___Did not successfully complete 70% of attempted hours

___Exceeded the maximum attempted hours for degree completion
SECTION III: Transcript Review

Academic Advisor/Dean’s Office: to be completed by the Academic Advisor, Department Head, or Dean

We are requesting your assistance in assessing the student’s academic record. Please review the student’s transcript to document the following:

- Hours required for the current degree being sought
- Hours attempted toward the current degree
- Hours earned toward the current degree
- GPA for the current degree

The student is working towards the following degree:

BA/BS/BFA_______ MA/MS _______ SPECIALIST ______ Ph.D. _________ J.D. (LAW) _________ M.D. (MED) _________

Major: _____________________________________________________________

(1) Has the student completed all required courses for the degree being sought?       ____Yes   ____No

(2) Average Credit Hours required for current degree program being sought

(3) Student’s Attempted Hours towards current degree program

(4) Student’s Earned Hours towards current degree program

   If transfer hours are included in the total Earned hours, please indicate the total Transfer hours applicable to the degree.

(3) Remaining credit hours needed to complete degree program requirements

   (major and any required minor - including current term):

(5) Timeframe for degree completion (expected graduation):

   Term______Year_____

(6) Is the student working on more than one degree concurrently?    _____Yes    _____ No

Academic Advisor/Dean’s Office:

Signature (Academic Advisor/Department Head/Dean): ____________________________ ____________________________

Print Name: ____________________________ Title/Department: ____________________________

Phone number: ____________________________ Email: ____________________________

Florida State University’s Use of Social Security Number policy is available at http://registrar.fsu.edu/bulletin/undergrad/info/university_notices.htm