The Florida State University
Office of Financial Aid
Tallahassee, FL 32306-2430
850-644-5716 www.finaid.fsu.edu

SATISFACTORY ACADEMIC PROGRESS APPEAL

Name _____ SS# _____
(Please Print)

In accordance with Federal Department of Education regulations, institutions of higher education are mandated to determine whether students are maintaining Satisfactory Academic Progress. Students must maintain Satisfactory Academic Progress in order to continue to be awarded Federal Financial Aid and some state financial aid.

Directions:

1. Please read and complete this form. Incomplete information or documentation will delay processing.
2. Attach documentation to support your appeal.
3. Submit this form to the Office of Financial Aid.

Satisfactory progress requirements include the total number of hours you have attempted and/or the ratio of hours you have attempted to hours earned. This calculation includes all hours attempted at all colleges/universities attended.

Appealable Circumstances:

1. Personal injury, illness or physical disability
2. Death/illness of immediate family member
3. Second degree seeking student
4. Program hours requirements higher than standard

Documentation (examples):

1. Memo from department noting courses needed to complete the degree, credit hours remaining to degree, and anticipated graduation date.
2. Statement from Doctor if medical exception
3. Medical withdrawal forms if medical exception
4. Statement/documentation of other extenuating circumstances.

Please explain the extenuating circumstance that has affected your academic progress (attach additional page(s) if needed):

_____

_____

_____

_____

_____

_____

_____

****

FOR OFFICE USE ONLY: **Approved** **Denied** **Pending**

Reviewer _____ Date _____

_____