

SATISFACTORY ACADEMIC PROGRESS APPEAL

Instructions for Appeal *Based on Circumstance*

1. **Read all instructions, fill out the form completely and sign and date the appeal.**

2. In order to appeal the denial of your continued financial aid eligibility resulting from not complying with the Satisfactory Academic Progress standards, you must complete a Satisfactory Academic Progress (SAP) Appeal, and submit ALL required supporting documentation. For more information about the Florida State University's academic progress requirements to receive financial aid, please see:

<http://financialaid.fsu.edu/Resources/Satisfactory-Academic-Progress-Policy>.

Appeals submitted without all required documentation will be regarded as incomplete and denied.

The following must be submitted as part of the appeal:

- ▶ Explanation of extenuating circumstances why you did not meet Satisfactory Academic Progress Standards. Your written statement must include a description of the problem/incident indicating dates and time periods involved, as well as the impact on your academic performance.
 - Supporting documentation: Documentation supporting the circumstances indicated should be included in the appeal, unless such documentation has already been provided to the university in support of an academic withdrawal or is on file with your dean/department/ or the Victim Advocate Program. If documentation has been provided to another office, please indicate such and we will coordinate to review the documentation.
- ▶ Explanation of what has changed or what is changing to allow you to meet Satisfactory Academic Progress.
- ▶ Academic Plan (to be completed by an academic advisor) – You should meet with your academic advisor to determine what courses/course load you should take to meet satisfactory academic progress (SAP) standards. If you can meet SAP in the next term, then the advisor just needs to indicate such at the top of the Academic Plan form. If it will take more than one semester to meet SAP, then an Academic Plan should be completed, either in CIVITAS (FSU online system) or documentation can be provided on the form.

3. Submit the completed appeal with all supporting documentation to the Florida State University, Office of Financial Aid, 228 Stadium Dr. UCA 4400 Tallahassee, FL 32301-2430. Appeals can also be submitted through the FSU Dropbox via dropbox@fsu.edu -- send to ofacs@fsu.edu

Academic Progress Petition Deadlines

Semester	Submit Appeal By:	For review by:	Last Day to Submit:
Fall 2019	7/15/2019	Fall Tuition Deadline	10/11/2019
Spring 2020	12/1/2019	Spring Tuition Deadline	2/22/2020
Summer 2020	4/15/2020	Summer Tuition	7/15/2020

Note: Late appeal submissions are subject to federal regulations with regard to the awarding and/or disbursement of financial aid funds.

Florida State University's Use of Social Security Number policy is available at http://registrar.fsu.edu/bulletin/undergraduate/information/university_notices/

282 Champions Way P.O. Box 3062430 University Center A4400 Tallahassee, FL 32306

Phone: 850-644-0539 Fax: 850-644-6404 Email: OFACS@fsu.edu

www.financialaid.fsu.edu

Revised 3/5/2019



Florida State
University

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

Name _____ EMPLID _____

Please Print (First – Last)

Career : 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 for undergraduate or 3.0 for graduate
- Did not successfully complete 70% of attempted hours
- Exceeded the maximum attempted hours for degree completion

Second Appeal

- Did not comply with the prescribed Academic Plan requirements
- Additional Circumstances/Documentation not previously provided

SECTION III: Explanation (to be completed by the student)

Both questions must be answered and appropriate documentation must be submitted.

1. Describe extenuating circumstances of why you did not meet Satisfactory Academic Progress Standards. (Attach extra sheet if necessary.)

2. Explanation of what has changed or is changing to allow you to meet Satisfactory Academic Progress Standards and complete your degree program. (Attach extra sheet if necessary.)

Student's Signature

Printed Name

Date

SECTION IV: Academic Plan :To be completed by the Academic Advisor or Dean's Office

We are requesting your assistance in assessing the student's academic record. Please develop the Academic Plan in consultation with the student.

Mark here if the student should be able to meet SAP standards at the end of the next term and sign the end of the form.

Mark here if the student will need more than one term to meet SAP standards.

UGRD only -- Mark here if the Academic Plan is recorded in the Undergraduate Degree Progress tool. Please print a copy and provide to the student to submit with this appeal, or scan and save into Campus Connect Advising Notes. Sign end of form.

GRAD only -- Mark here if the Academic Plan is recorded in the Graduate Student Tracker (GST). Sign end of form.

Mark here if completing the Academic Plan on final page. Sign the end of the form.

Section V – Part 1**Academic History:**

(1) Has the student completed all requirements for the degree/degrees currently being sought (inclusive of any required internships, thesis projects, dissertation hours, comprehensive exams required minors, etc.)

Yes No

(2) Remaining credit hours needed to complete degree program requirements (inclusive of all requirements listed above): _____

(3) Projected graduation term: Term _____ Year _____

(4) Is the student seeking a double major, a dual degree, or is student in a Combined Pathway program, A Direct Entry Pathway or a Joint Degree Pathway

Yes No

If yes, please complete a separate Academic Plan for each major or degree

