



Satisfactory Academic Progress (SAP) Appeal Form

Read and complete this form. Failure to provide documentation to validate your extenuating circumstances will result in an automatic denial. For updates regarding your appeal status you can view them on your Panther Central account.

Student Information

Student's Name: _____

Student's Address: _____ City: _____ State: _____ Zip: _____

Student's SFSC ID: _____ Phone: (____) _____

Appeal Information

What type of appeal are you submitting? (Check all that apply)

☐ GPA ☐ Completion Ratio ☐ Maximum Time Frame

What term are you appealing for? (Check only one)

☐ Fall ☐ Spring ☐ Summer

What degree or certificate are you currently enrolled? _____

Reason for Appeal

☐ Personal Injury/Illness ☐ Illness/Death of Immediate Family Member
☐ Poor Judgement ☐ Employment Change
☐ Divorce/Separation ☐ Other

Requested Forms

The following information must be submitted to the SFSC Financial Aid Office in order to determine your eligibility for Financial Aid. Failure to provide appropriate and complete documentation will result in the denial of your Appeal.

1. Completed Appeal Packet
2. Degree Audit from your Academic Advisor
3. Unofficial Transcripts from your Academic Advisor
4. Relevant third party documentation

Student's Signature

Date

| |
|----------------------------|
| Written Explanation |
|----------------------------|

Attach a typed letter with your signature following the requirements stated below. Your letter should be specific to your situation and should explain why you did not meet SAP requirements. The documentation you submit must be relevant and should support your reasoning.

| Completion Ration and/or Grade Point Average (GPA) Appeals | Maximum Time Frame Appeals |
|--|--|
| <p>Statement Why are you appealing?</p> <p>What Happened</p> <ol style="list-style-type: none"> 1. Why were you unable to meet your academic goals? 2. When and how long did this occur? <p>What Has Changed</p> <ol style="list-style-type: none"> 1. What has changed that will allow you to make satisfactory academic progress? 2. What steps will you or have you taken that will allow you to meet SAP standards? 3. Describe your academic goals. <p>Documentation Must be third party and relevant to your letter. Examples include but are not limited to:</p> <ol style="list-style-type: none"> 1. Death/Birth certificate 2. Medical records or bills 3. Letter of employment from your current and/or previous employer 4. Divorce/Separation documents <p>Signature Appeals without original signatures cannot be processed.</p> | <p>Statement Why are you appealing?</p> <p>What Happened</p> <ol style="list-style-type: none"> 1. Why you were not able to complete the program within the 150% timeframe? 2. Why did you change your academic goals? <p>What Has Changed</p> <ol style="list-style-type: none"> 1. What steps will you or have you taken that will allow you to meet SAP standards? 2. Describe your academic goals. <p>Documentation Must be third party and relevant to your letter. Examples include but are not limited to:</p> <ol style="list-style-type: none"> 1. All transcripts must be on file with SFSC's Registrar's Office <p>Signature Appeals without original signatures cannot be processed.</p> |

Please submit all documents to: SFSC Financial Aid Office
600 West College Drive, Building B, Avon Park, FL 33825
OR E-mail: FinancialAid@southflorida.edu