



## Satisfactory Academic Progress (SAP) Appeal Form

Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student's SFSC ID Number: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Satisfactory Academic Progress (SAP) is cumulative in nature and takes into account all classes attempted, not just the previous academic year. You should review the SAP policy on the college website at [www.southflorida.edu](http://www.southflorida.edu). If you have experienced extenuating circumstances that prevented you from satisfying the requirements, you may appeal using this form:

A.) What type of appeal are you submitting? (Check only one)    **Maximum Time Frame**    **GPA/Completion Ratio**

B.) What Degree/Certificate are you appealing for: \_\_\_\_\_

Appeals must be submitted by the deadline date listed below to be considered:

C.) What term are you appealing for? (Check only one)    **Fall - May 31**    **Spring - October 31**    **Summer - February 28**

### Submit the Following Information With Your Appeal

1. Read and complete this form. Failure to provide documentation to validate your extenuating circumstances will result in an automatic denial. Please review your status on your Panther Central account.
2. You <b>must</b> print and attach a copy of your unofficial transcript. You <b>must</b> mark the terms and academic years you experienced extenuating circumstances. Do not mark just the previous academic year. You <b>must</b> attach a Degree Audit from your Academic Advisor.
3. You <b>must</b> provide a typewritten (preferred), signed, detailed explanation of how extenuating circumstances beyond your control prevented you from meeting the requirements. In addition, you <b>must</b> explain what has changed that will allow you to maintain academic progress. Extenuating circumstances include, but are not limited to: Documented medical condition or serious illness Documented learning disability Death of an immediate family member Involuntary call to active military duty Documented change in conditions of employment Other extraordinary/emergency circumstances, such as natural disasters Divorce, financial distress, or other personal difficulties
4. <b>MAXIMUM TIME FRAME APPEALS:</b> (Associate Degree - over 90 attempted credit hours; Baccalaureate Degree - over 180 attempted credit hours; Certificate Program - over approximately 67 vocational hours) If you have completed one or more prior degrees/certificates, check here: <input type="radio"/> Explain why you have attempted more than 150% of the required number of credits for your current degree program without graduating/completing. If you are pursuing an additional degree, explain why you need to do so. Attach a degree audit from your academic advisor for the degree/certificate you are pursuing.

**CERTIFICATION STATEMENT:** I certify the information provided is true and correct to the best of my knowledge. I have read and provided the required documentation. I have read the SFSC's SAP policy available at the school's website. I understand the completion of this application does not constitute an approval of my appeal. **I understand if I enroll in classes while my appeal is in process, I will need to pay or my classes will be dropped for non-payment.** I understand I will be notified in writing once a decision has been made. Should my appeal be granted, I will be required to sign an Academic Plan **before** my aid is reinstated.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Please submit all documents to: South Florida State College ~ Financial Aid Office, Bldg. B ~ 600 W. College Drive ~ Avon Park, FL 33825