



## Satisfactory Academic Progress (SAP) Appeal Form 2023-2024

Read and complete this form. Failure to provide documentation to validate your extenuating circumstances will result in an automatic denial. The appeals process may take **4-6 weeks**, 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 Form
2. Typed and signed statement letter
3. Degree Audit from Panther Central
4. Unofficial Transcripts from Panther Central
5. Relevant third party documentation

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

\_\_\_\_\_  
Date

<b>Written Explanation</b>
----------------------------

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.

<b>Completion Ration and/or Grade Point Average (GPA) Appeals</b>	<b>Maximum Time Frame Appeals</b>
<p><b>Statement</b> Why are you appealing?</p> <p><b>What Happened</b></p> <ol style="list-style-type: none"> <li>1. Why were you unable to meet your academic goals?</li> <li>2. When and how long did this occur?</li> </ol> <p><b>What Has Changed</b></p> <ol style="list-style-type: none"> <li>1. What has changed that will allow you to make satisfactory academic progress?</li> <li>2. What steps will you or have you taken that will allow you to meet SAP standards?</li> <li>3. Describe your academic goals.</li> </ol> <p><b>Third Party Documentation</b> Must be third party and relevant to your letter. Examples include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Death/Birth certificate</li> <li>2. Medical records or bills</li> <li>3. Letter of employment from your current and/or previous employer</li> <li>4. Divorce/Separation documents</li> <li>5. A detailed letter from a professional individual (counselor, social worker, clergy, police, etc.) regarding their involvement in your circumstances</li> </ol> <p><b>Unacceptable Documentation</b></p> <ol style="list-style-type: none"> <li>1. Letter from family and/or friends</li> <li>2. Pictures</li> </ol> <p><b>Signature</b> Appeals without original signatures cannot be processed.</p>	<p><b>Statement</b> Why are you appealing?</p> <p><b>What Happened</b></p> <ol style="list-style-type: none"> <li>1. Why you were not able to complete the program within the 150% timeframe?</li> <li>2. Why did you change your academic goals?</li> </ol> <p><b>What Has Changed</b></p> <ol style="list-style-type: none"> <li>1. What steps will you or have you taken that will allow you to meet SAP standards?</li> <li>2. Describe your academic goals.</li> </ol> <p><b>Third Party Documentation</b> Must be third party and relevant to your letter. Examples include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Death/Birth certificate</li> <li>2. Medical records or bills</li> <li>3. Letter of employment from your current and/or previous employer</li> <li>4. Divorce/Separation documents</li> <li>5. A detailed letter from a professional individual (counselor, social worker, clergy, police, etc.) regarding their involvement in your circumstances</li> </ol> <p><b>Unacceptable Documentation</b></p> <ol style="list-style-type: none"> <li>1. Letter from family and/or friends</li> <li>2. Pictures</li> </ol> <p><b>Signature</b> 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](mailto:FinancialAid@southflorida.edu)