

**Satisfactory Academic Progress  
(SAP) Appeal Form 2026-2027**



**Important:** You must have a current FAFSA on file. Appeals submitted without sufficient supporting documentation will be denied. Please read all the instructions carefully. The appeals process may take **up to two weeks**. You can check your appeal status through your **Panther Central** account.

**Student Information**

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

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

Student's SFSC ID: \_\_\_\_\_ Phone: \_\_\_\_\_

**Appeal Information**

**Type of Appeal (check all that apply):**

GPA     Completion Ratio     Maximum Attempt

**Term Appealing For (check one):**

Fall     Spring     Summer

**Degree or Certificate Currently Enrolled In:** \_\_\_\_\_

**Reason for extenuating circumstances beyond your control. Please check:**

- |   |  |
|---|--|
| <input type="checkbox"/> Childcare Issues                               | <input type="checkbox"/> Family Difficulties (e.g., divorce, illness)    |
| <input type="checkbox"/> Work-Related Scheduling Conflicts              | <input type="checkbox"/> Transportation Issues                           |
| <input type="checkbox"/> Personal Illness or Illness of a Family Member | <input type="checkbox"/> Housing Concerns (including roommate conflicts) |
| <input type="checkbox"/> Accidents or Law Enforcement Involvement       | <input type="checkbox"/> Legal Issues                                    |
| <input type="checkbox"/> Death of a Family Member or Close Friend       | <input type="checkbox"/> Other Circumstances _____                       |

**Required Documentation**

The following items **must** be submitted to the SFSC Financial Aid Office for your appeal to be reviewed.

Incomplete submissions will result in **automatic denial**.

1. Completed appeal form
2. Typed and signed statement letter (see instructions on second page)
3. Relevant third-party documentation supporting your appeal
4. Financial Aid Academic Plan Agreement
5. Appointment with your academic advisor for the following:
  1. Unofficial Transcripts
  2. Degree Audit

**Written Explanation (Typed and Signed Letter Required)**

Attach a **typed and signed** statement addressing the points below. Your explanation should be specific to your situation and describe why you failed to meet SAP requirements.

- You are providing the required typed, signed, and detailed explanation (appeal letter) of how extenuating circumstances beyond your control prevented you from meeting SAP requirements. In addition, you must explain what has changed and what will allow you to obtain/maintain successful academic progress going forward.
- **If appealing for maximum time frame, your explanation should account for:**
  - a. **Change of major**
  - b. **Remedial courses (check box if applicable)**
  - c. **Earned a prior degree (check box if applicable)**
  - d. **And/or extenuating circumstances listed above**

**Examples of Acceptable Third-Party Documentation:**

**Childcare Issues**

- Letter from childcare provider
- Statement confirming childcare gaps during the affected term

**Work-Related Scheduling Conflicts**

- Work schedule from the affected time
- Pay stubs
- Termination or layoff letter
- Unemployment documentation

**Personal Illness or Illness of a Family Member**

- Medical records or discharge summaries (avoid full medical records)
- Doctor's note confirming illness or medical condition during the affected period

**Accidents or Law Enforcement Involvement**

- Accident reports
- Police reports

**Death of a Family Member or Close Friend**

- Obituary
- Death certificate
- Statement from a physician or adult family member verifying impact

**Family Difficulties (e.g., Divorce, Illness)**

- Signed letter from a third party (e.g., counselor, social worker, religious leader)

**Transportation Issues**

- Car repair receipts or invoices
- Police reports or insurance claims

**Housing Concerns (including Roommate Conflicts)**

- Eviction notice
- Lease agreement or Section 8 documentation
- Utility disconnection notices
- Police reports related to the issue
- Signed statement from a third party (e.g., counselor, advisor)

**Legal Issues**

- Court orders
- Police or legal documentation
- Subpoena or jury duty notice
- Clerk of court receipts
- Incarceration or custody documentation

**Other Circumstances**

- Submit relevant third-party documentation to support your statement letter

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please submit all documents to: SFSC Financial Aid Office  
600 West College Drive, Building B, Avon Park, FL 33825  
OR email: [financialaid@southflorida.edu](mailto:financialaid@southflorida.edu)**