

**2016-17 SATISFACTORY ACADEMIC PROGRESS PETITION**

In order to appeal the denial of your continued financial aid eligibility resulting from not meeting the Student Financial Affairs (SFA) Satisfactory Academic Progress standards, you must complete an Satisfactory Academic Progress (SAP) Petition and submit ALL required supporting documentation. For more information about UF's satisfactory academic progress requirements, please see <http://www.sfa.ufl.edu/additional/academic-progress>.

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

Return completed petitions to the Office of Student Financial Affairs. Students are strongly encouraged to submit their petitions by the deadline dates below for the corresponding semester. Complete petitions will usually be evaluated within ten working days. You will be notified of the outcome of your petition via ISIS, on the Aid Status page for the appropriate academic year.

**Satisfactory Academic Progress Petition Deadlines**

Semester	Submit Appeal By:
Fall 2016	November 18, 2016
Spring 2017	April 14, 2017
Summer 2017	July 21, 2017

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

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

Name (First, Last): \_\_\_\_\_ UF Student ID: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Current Class & College: \_\_\_\_\_  
 Major or Program: \_\_\_\_\_ Expected Graduation Date (mm/yyyy): \_\_\_\_\_  
 Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION II. Statement of Appeal (to be completed by the student)**

- Please consider my request for financial aid reinstatement for the following term(s) (check ALL that apply):  
 Fall 2016     Spring 2017     Summer 2017
- I am appealing the following financial aid satisfactory academic progress (SAP) requirements (check ALL that apply):  
 Cumulative minimum GPA  
 Successful completion of attempted hours < 75%  
 Maximum attempted hours for degree completion  
 Post-baccalaureate status  
 Didn't meet prior petition conditions
- Provide a signed and dated detailed explanation of the circumstances that resulted in your not meeting the SAP standard(s) listed above and provide support documentation. Review page 3 of this document for examples of support documentation.

**SECTION III. ACADEMIC ADVISING (to be completed by the Dean, Department Head, or Academic Adviser)**

Cumulative GPA	Provide a <b>plan of work</b> (courses and/or course load) in which the student is advised to enroll in order to raise cumulative GPA to the required standard. In the comments section, please include (if appropriate) the grades and/or length of time necessary to reach the required GPA.
Successful Completion of Attempted Credit Hours <75%	Outline courses and/or course load in which the student is advised to enroll that will allow him/her to successfully complete at least 75% of his/her course load.
Exceeded the Maximum Number of Attempted Hours for Degree Completion	<ol style="list-style-type: none"> <li>1. Provide a <b>plan of work</b> (courses and/or course load) in which the student is required to enroll that will successfully progress him/her toward completion of his/her program.</li> <li>2. Include the length of time it will take for the student to complete his/her program.</li> <li>3. Please check if the student exceeded the maximum number of attempted credit hours as the result of a major change, repetitive coursework, transfer credits, and/or the completion of a major, minor, or certification.</li> </ol>

Course	Required?*	Course	Required?*	Course	Required?*
_____	____ Y / N	_____	____ Y / N	_____	____ Y / N
_____	____ Y / N	_____	____ Y / N	_____	____ Y / N

\* Required for major, minor, or degree completion.

**Reason for exceeding maximum hours:**

- Change of Major
- Repetitive Coursework
- Transfer Credits
- Completion of Major
- Completion of Approved Minor
- Completion of Certificate

**Additional Information for Maximum Hours Petitions:**

Remaining credit hours needed to complete degree or certification requirements (including the current semester): \_\_\_\_\_

Timeframe for degree completion (expected graduation): \_\_\_\_\_

Academic Advising Comments (attach additional sheets if necessary): \_\_\_\_\_

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\_\_\_\_\_  
Academic Adviser Signature/Date

\_\_\_\_\_  
Phone Number/Email

**Post baccalaureate Student ONLY: (to be completed by dean/department head, or academic adviser)**

1. This student is seeking a second undergraduate degree or teacher certification (Please identify degree or certification.)  
\_\_\_\_\_
2. This student is pursuing special undergraduate studies required for admission into a graduate program or requirements for certification other than teaching. \_\_\_\_\_
3. Other: \_\_\_\_\_
4. Please indicate the terms it will require for the student to complete his/her degree/certification:  
**20** \_\_\_ Fall    **20** \_\_\_ Spring    **20** \_\_\_ Summer    **20** \_\_\_ Fall    **20** \_\_\_ Spring    **20** \_\_\_ Summer

\_\_\_\_\_  
**Signature (dean/department head/academic adviser)**

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

**Print Name/Title:** \_\_\_\_\_

**Phone Number/Email:** \_\_\_\_\_

<b>Example Reasons for Submitting an SAP Petition</b>	<b>Examples of Support Documentation (not inclusive):</b>
Personal Crisis	<ol style="list-style-type: none"> <li>1. A detailed explanation of the crisis including the date of occurrence, duration, and how it negatively affected your coursework.</li> <li>2. Support documentation (i.e. physician's statement, copy of police report, Personal Protection Order, medical documentation)</li> <li>3. Support documentation regarding what steps you've taken to resolve the crisis and successfully move forward (i.e. physician's statement, academic adviser, 3<sup>rd</sup> party agency that assisted you with resolving this crisis).</li> </ol>
Death of a Family Member/ Roommate/Close Friend	<ol style="list-style-type: none"> <li>1. A detailed statement including the name of the deceased and his/her relationship to you with an explanation of how this event negatively affected your coursework.</li> <li>2. Support documentation (i.e. copy of the obituary, notice of the funeral, or death certificate).</li> <li>3. Support documentation that demonstrates your ability to return to classes and successfully complete your course load (i.e. statement from academic adviser, letter of support from Counseling and Wellness Services, physician statement).</li> </ol>
Personal Illness or injury (including medical withdrawal)	<ol style="list-style-type: none"> <li>1. A detailed explanation of the medical circumstances including the date of occurrence, duration, and how it negatively affected your coursework.</li> <li>2. Support documentation (i.e. physician's statement, copy of police report, medical documentation).</li> <li>3. Support documentation regarding what steps you've taken to successfully move forward (i.e. statement from a physician, DSO, academic adviser, or 3<sup>rd</sup> party agency that assisted you during your illness or injury).</li> </ol>
Illness of a family member	<ol style="list-style-type: none"> <li>1. A detailed explanation of the medical circumstances of the family member, including the name and relationship of the family member to you, the date(s) of occurrence(s), duration, and how it negatively affected your coursework.</li> <li>2. Support documentation (i.e. physician's statement, medical documentation)</li> <li>3. Support documentation regarding what steps you've taken that will allow you to successfully move forward (i.e. physician's statement, academic adviser, 3<sup>rd</sup> party agency).</li> </ol>
Academic Hardship Due to Disability (to include medical withdrawal)	<ol style="list-style-type: none"> <li>1. A detailed explanation regarding the nature/type of disability and how it's negatively impacted your academic progress.</li> <li>2. Support documentation (i.e. physician's statement, medical documentation, counselor statement) substantiating the nature/type of disability and how it's impacted your academic progress.</li> <li>3. Support documentation regarding what steps you've taken to successfully move forward (i.e. physician's statement, DSO, academic adviser, 3<sup>rd</sup> party agency that has been and is assisting you with your disability and/or academic progress).</li> </ol>
Exceeded Maximum Hours for Degree Completion	<ol style="list-style-type: none"> <li>1. A detailed explanation of the circumstances that resulted in your exceeding the maximum hours required to obtain a degree in your program of study.</li> <li>2. A prescribed academic plan of work from an academic adviser outlining your remaining degree requirements and projected completion date.</li> </ol>
Fresh Start Program/ Academic Dismissal	<ol style="list-style-type: none"> <li>1. An explanation of the circumstances that resulted in your not meeting the SAP standards.</li> <li>2. A detailed explanation of the change in your circumstances that has diminished or eliminated the difficulties you experienced during your previous enrollment.</li> <li>3. A prescribed academic plan of work from an academic adviser outlining what courses and/or course load you will enroll in that will aid you in meeting the SAP standards.</li> </ol>
Other Circumstances	<ol style="list-style-type: none"> <li>1. A detailed explanation of the circumstances and how they negatively impacted your academic progress.</li> <li>2. Support documentation substantiating your circumstances.</li> <li>3. Support documentation supporting that your circumstances have either been resolved or are being managed.</li> <li>4. A prescribed academic plan of work from an academic adviser outlining what courses and/or course load you will enroll in that will aid you in meeting the SAP standards.</li> </ol>