



Florida Atlantic University
Office of Student Financial Aid
Satisfactory Academic Progress Appeal For GPA and/or Pace

Boca Campus

777 Glades Road
Building SU 80, Room 233
Boca Raton, FL 33431-0991
Tel: (561) 297-3530

Davie Campus

3200 College Avenue
Building #49
Davie, FL 33314
Tel: (954) 236-1229

Jupiter Campus / Honors College

Office of Financial Aid – SR134
5353 Parkside Drive
Jupiter, FL 33458
Tel: (561) 799-8697

Name: _____

FAU Z NUMBER: _____

Address: _____

FAU EMAIL: _____

REQUESTING AID FOR THE _____ SEMESTER

A student may appeal the cancellation of their financial aid eligibility resulting from failure to meet the GPA and/or Pace component of the Satisfactory Academic Progress (SAP) criteria by submitting this form along with any additional documentation of mitigating circumstances that have affected academic progress. FAU's SAP Policy can be found on the Office of Student Financial Aid website: www.fau.edu/finaid/resources/policies.php#progress

Students who are appealing based on anticipated changes to their transcript (due to academic petition action, grade changes, or new institutional/transfer work) should not submit their appeal until the transcript contains all the anticipated changes.

All SAP appeals must be submitted with the following:

- Signed statement from student explaining why you failed to make satisfactory academic progress and what has changed in your situation that will allow you to make satisfactory progress in the future. You may use the area on page 2 of this form or attach a typed statement.
- Unofficial copy of student's academic transcript. This can be printed from the MyFAU self-service website (<http://myfau.fau.edu>). After logging in, select the "FAU Self Service (OWLS)" link and then the "Student Services" tab. Unofficial Transcripts can then be obtained from the "Student Records" link.

DESCRIPTION OF POTENTIAL CIRCUMSTANCES FOR APPEAL AND SUGGESTED DOCUMENTATION:

☐ **Personal injury, illness, or physical disability of student**

Suggested Documentation:

1. Student statement of circumstances (that a medical condition impaired performance) and why future academic performance will not be impaired by condition(s).
2. Statement on letterhead from health care provider acknowledging medical condition(s) existed that may have impacted your academic performance and that you have obtained treatment for the medical condition(s). The statement should include the following:
 - Confirmation of the date span for which medical conditions existed.
 - Confirmation that the condition may have impaired academic performance.
 - Confirmation that you have obtained treatment to address issue(s) and improve academic performance.

Student Name _____

FAU Z# _____

☐ **Death/illness of family member**

Suggested Documentation:

1. Student statement explaining circumstances impairing performance and why future academic performance will not be impaired by circumstances.
2. If family member deceased: Government Issued Death Certificate (funeral notice/obituary may be acceptable with accompanying documentation which substantiates relationship between the deceased and the student). If family member is ill: Documentation of family member's illness.

☐ **Lack of overall progress as the result of poor performance in first FAU term**

Suggested Documentation:

1. Submit statement detailing circumstances impairing performance during first semester at FAU and why future academic performance will not be impaired by circumstances.
2. Include documentation of participation in tutoring or other types of assistance programs if applicable.

☐ **Other Special Circumstances**

If your academic progress has been affected by special or extenuating circumstances not included on this list, you may submit this appeal with your statement as well as any supporting documentation.

STUDENT STATEMENT OF CIRCUMSTANCES

You may use this space to explain why you failed to make satisfactory academic progress and what has changed in your situation that will allow you to make satisfactory progress in the future, or attach a typed statement.

PLEASE READ THE FOLLOWING AND SIGN BELOW PRIOR TO SUBMITTING THIS FORM:

Decisions regarding Satisfactory Academic Progress Appeals normally will be made within 3 weeks of their submission. Students are responsible for all financial obligations made to the University, regardless of whether this appeal is approved or denied. You may be asked to provide additional documentation to support your appeal.

By signing below, I confirm I have read and acknowledge the above statement:

Student Signature

Date