

**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 which have affected academic progress. A copy of the SAP Policy can be found on the FAU Office of Student Financial Aid web site: <http://www.fau.edu/finaid/resources/policies.php#progress>

IMPORTANT NOTE: 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. Appeals for GPA/Pace where the student’s transcript indicates pending or in process grades will not be accepted. Exceptions may be made on a case-by-case basis for courses which require instructor observation over several semesters prior to receiving a grade.

In addition to the documentation specified below, **ALL Satisfactory Academic Progress appeals must be submitted with the following:**

- Signed statement from student explaining circumstances (you may use the area on page 2 of this form).
- **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 REQUIRED DOCUMENTATION:

Personal injury, illness, or physical disability of student

Required Documentation (both are required):

1. Student statement of circumstances, detailing the medical condition(s) that impaired performance and why future academic performance will not be impaired by condition(s).

NOTE: Students who have received a medical withdrawal from the FAU Dean of Students Office do NOT need to submit medical documentation detailing their condition(s) for the term the withdrawal was granted, as this documentation is already on file with the University. However, a student statement explaining why future academic performance will not be impaired by condition(s) is still required.

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). We accept letters from treatment providers such as the FAU Student Health Services or Counseling And Psychological Services (they are familiar with our form) as well as community medical professionals. 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 immediate family member (family member must be of nuclear family)

Required Documentation (both are required):

- 1. Student statement detailing circumstances impairing performance and why future academic performance will not be impaired by circumstances.
- 2. If illness of immediate family member: Statement from doctor detailing medical condition incurred by family member. Statement should specifically address medical condition and date span for which condition existed.

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).

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

Required Documentation: Student statement detailing circumstances impairing performance during their first semester at FAU and why future academic performance will not be impaired by circumstances. Applicable only to students who entered FAU as a freshman and are demonstrating poor overall GPA and/or Pace exclusively due to the poor performance in their first term.

Standards of Academic Progress now being met

Required Documentation: Copy of **UNOFFICIAL** academic transcript documenting student is meeting all standards of Satisfactory Academic Progress criteria. A copy of the Satisfactory Academic Progress Policy can be found on the Florida Atlantic University Office of Student Financial Aid web site: <http://www.fau.edu/finaid> and click on Policies/Rules & Regulations.

STUDENT STATEMENT OF CIRCUMSTANCES

Provide a statement explaining the circumstances that you feel affected your academic progress. You may provide the statement either below or on a separate attached sheet. For your appeal to be considered for approval, documentation must be supplied to verify BOTH (1) the dates that the circumstance occurred/existed and (2) that the circumstance has been resolved to such an extent that it will no longer impact your academic performance. You MUST submit documentation to support your appeal.

**STUDENTS MUST 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. With this in mind, students submitting a Satisfactory Academic Progress Appeal less than three weeks prior to the fee payment deadline will normally not be eligible for deferment of any financial obligations with FAU. Students submitting a Satisfactory Academic Progress Appeal less than three weeks prior to the fee payment deadline will be responsible for all financial obligations made to the University, regardless of whether this appeal is approved or denied.

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

Student Signature

Date