



Aid Year: _____

Satisfactory Academic Progress Appeal For Exceeding Time Frame
Office of Student Financial Aid | Florida Atlantic University
FORM: SAPAPP

Submit this form online via owlfiles.fau.edu
Need Help? Visit fau.edu/financialaid/contact

Student Name _____ ^Z Student Z Number _____ FAU Email Address _____

Address _____ Telephone _____

REQUESTING AID FOR: (Check One) **Fall** _____ **Spring** _____ **Summer** _____

By signing and submitting this form, you agree to appeal the cancellation of your financial aid eligibility due to attempted credits exceeding the Time Frame policy maximum. For more information, on FAU's Timeframe Policies, visit fau.edu/financialaid/resources/policies/#progress.

- **Submission Deadline: November 16, 2022. If you are ONLY taking classes in a mini term, the deadline is two weeks before your mini term courses end.**
- **Decisions for Satisfactory Academic Progress (SAP) Appeals are normally made within 3 weeks of submission.**
- **Students are responsible for all financial obligations made to the University, regardless of whether this appeal is approved or denied.**

NOTE: The **Time Frame** represents the maximum number of attempted credits (combined institutional and transfer) for which a student is eligible to receive financial aid. For each student, the Time Frame maximum is computed individually according to the following formula: *(Program Length minus Transfer Credits) x 150%*.

- Students will NOT be eligible to receive financial aid for credits over the Time Frame maximum.
- NO additional allowances will be made for students who change majors or have excessive transfer credits.

YOU MUST SUBMIT THIS FORM ALONG WITH THE FOLLOWING:

1. A detailed **typed Student Statement of Circumstances** explaining the circumstances that lead to you being unable to complete the program of study within the maximum timeframe.
(A typed statement can be attached to this form. See Page 2 for more details.)
2. An unofficial copy of an **updated academic transcript**.
(Can be accessed online from the "Student Records" tab on MyFAU Self-Service.)

Page 3 of this form must be completed by an academic advisor from a college in your degree to be considered.

Completion by your academic advisor can take 2-4 weeks. Academic advisors will commonly require students to make an appointment 2-4 weeks in advance to meet to complete this form.

Student Name

Student Z Number

STUDENT STATEMENT OF CIRCUMSTANCES: (MUST BE TYPED)
Provide on Separate Page and Attach to This Form

Your statement **MUST** explain the circumstances that lead to you being unable to complete the program of study within the maximum timeframe.

YOU MUST ANSWER EACH BELOW OR YOUR APPEAL MAY RESULT IN AUTOMATIC DENIAL.

- Describe the circumstances that occurred during your most recent semester at FAU that contributed to being unable to successfully complete your class(es) and how these circumstances affected your academic record.
(300 Words Maximum)
- How has these circumstances changed so that your academic success is no longer affected?
(300 Words Maximum)
- Provide a comprehensive action plan that outlines steps you will take and resources you will use to achieve sustained academic success from here forward.
(300 Words Maximum)

I have read and understand the following: (Check each box to confirm)

- Appeals submitted after the submission deadline established for the semester I am enrolled in will not be accepted.
- Submitting an appeal does not guarantee an approval.
- Incomplete appeals will not be reviewed and may result in my automatic denial.
- I will be notified of the appeal decision via my FAU student email within three weeks of my submission.
- If I am registered for courses and my appeal has not been reviewed/approved before the payment deadline for tuition and fees, I am responsible for all charges, or I can officially drop my class(es) before the deadline to avoid charges.
- Students submitting an appeal less than three weeks prior to the fee payment deadline may be ineligible for deferment of any financial obligations with FAU.
- If my appeal is approved, I must respond to and meet the conditions of my academic plan to continue receiving aid.
- If my appeal is denied because I have exceeded the time frame, I cannot receive financial aid for the remainder of this degree level.
- The decision of the SAP Appeals Committee is final.

I certify that I have read the FAU SAP policy and the conditions of the appeal process and certify that all information reported is complete and correct. I certify that documents submitted with this form are true, complete, and have not been altered.

Student Signature

Date

THIS SECTION IS TO BE COMPLETED BY AN ACADEMIC ADVISOR

Academic Advisor Name _____

FAU Email Address _____

FAU Extension _____

Please certify the data requested below for the student named above:

1. Student's Current Degree Program: _____

Student's initial entry term to any FAU degree program at their current level (either UG or 2B): _____

Number of credits required to complete current degree program as of initial entry term specified above*: _____
 (Not to include program requirements satisfied prior to initial entry term specified above).

2. The student still needs to complete the following coursework to earn their degree:

Course Identifier(s) (optional)	Course Name or Component Requirement	Credits

Printed Name of Academic Advisor _____

Signature of Academic Advisor _____

Title and Department of Academic Advisor _____

Completion Date _____