

Federal Satisfactory Academic Progress (SAP) Appeal

Student's Name: _____

Student ID: _____

To receive federal financial aid, the U.S. Department of Education requires a student to make Satisfactory Academic Progress (SAP) toward completing their degree or certificate. SAP is checked at the end of each semester (summer, fall, and spring). Students who fail to make SAP are ineligible for financial aid. They may be able to regain eligibility by completing a SAP Appeal if there were extenuating circumstances beyond the student's control during the semester that caused the student to fail to meet SAP standards.

Students who appeal the loss of their financial aid eligibility must complete this form and upload supporting documents to MyFLCC. The documentation for your appeal should match the dates you failed to make SAP. Examples of unforeseen, extenuating circumstances, along with acceptable documentation include, but are not limited to:

Types of Circumstances	Acceptable Documentation
<p><i>Medical:</i></p> <ul style="list-style-type: none"> • Serious illness • Injury • Mental health 	<ul style="list-style-type: none"> • Letter from a doctor, therapist, counselor, or social worker indicating the dates of illness/injury, or • Record of doctor's visit/post-visit summary, or • Hospital records/discharge instructions, or • Copies of medical bills documenting illness/injury or medical procedures
<p><i>Death of a Relative</i></p>	<ul style="list-style-type: none"> • Obituary or funeral program, or • Death certificate, or • Letter from doctor, therapist, or counselor • Your appeal form should include the relationship of the deceased to the student
<p><i>Change in Degree Program/2nd Degree</i></p>	<ul style="list-style-type: none"> • Copy of degree audit indicating the number of transcript hours that do not apply to current major/degree from AACTS Office
<p><i>Other special circumstances include, but are not limited to:</i></p> <ul style="list-style-type: none"> • Natural disaster • Work-related circumstances • Housing crisis • Other circumstances beyond the student's control 	<ul style="list-style-type: none"> • Letter from clergy, social worker, counselor, or doctor, or • Court/police documentation, or • Eviction notice/letter from transitional housing, or • Insurance documentation, or • Other signed/dated documentation from an independent 3rd party

- 1) Please explain what happened. Why were you unable to make satisfactory progress? Be sure to reference the documented extenuating circumstances. Be sure to address all semesters where you had poor performance and include specific dates.

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- 2) Explain what has changed. Have the circumstances been resolved or what corrective measures have you taken to ensure you achieve satisfactory progress at the next evaluation? If you are appealing due to a change in major/2nd degree, please describe why you are pursuing the new program and how it will help you achieve your career goals.

CERTIFICATION

By signing below, I acknowledge and confirm that the above information is complete and correct. Purposely giving false or misleading information may result in federal fines, jail sentence, or both.

Student

Date

OFFICE USE ONLY

Appeal denied.

- Documentation missing, incomplete, or insufficient.

- Appeal approved.

Financial Aid Representative

Date