

Student Instructions

Satisfactory Academic Progress (SAP) Appeal

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – **Cumulative GPA, Hours Earned and Maximum Time Limit** – to be eligible for financial aid. It is the student's responsibility to stay informed of the College's SAP Standards and to monitor his/her own progress. Florida State at Jacksonville evaluates each student's progress at the end of each semester. In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such "extenuating circumstances" can be documented for the specific term(s) when the deficiencies occurred, the student may submit a completed SAP appeal, along with all required documentation. Students will receive notification of all appeal decisions by accessing [Connections](#). **All appeal decisions are final and will not be reviewed unless additional documentation not included with the original appeal is submitted.**

Examples of Extenuating Circumstances

Appeals will only be considered for extreme cases, including but not limited to:

1. A death in the student's immediate family, such as parents, grandparents, or siblings. A copy of the obituary, death certificate, and proof of relationship must be submitted.
2. Mitigating circumstances including, but not limited to, the student's medical condition, hospitalization, documented emotional distress, or other situations beyond the student's control. A letter from the treating physician, counselor, therapist or is required. Proof of hospitalization may be submitted in lieu of a doctor's statement.
3. A student missing class to care for a dependent must have missed two or more scheduled classes or one exam and provide documentation from the treating physician that the student needed to be there to provide care for the dependent (parent, spouse or child)
4. Physical or mental abuse may be substantiated with documentation from a qualified third party such as a minister, therapist or police reports. (All documentation must be on official letterhead.)
5. A change in work hours, if the change in schedule was initiated by the employer after the term began and this information is substantiated by the employer on company letterhead.

Appeals may not be granted under the following circumstances:

1. Student withdrew to avoid failing the course.
2. Student withdrew or failed due to working too many hours.
3. Death or illness of friends.
4. Several semesters of low or unsuccessful grades because of an on-going situation.
5. Student has earned a bachelor's degree or an associate of arts degree and is currently enrolled in an associate of arts degree.
6. A student enrolled in an associate degree program and has previously attempted the equivalent of 180 credit hours or more.
7. A student enrolled in a bachelor's degree program and has previously attempted the equivalent of 240 credit hours.
8. Student is on an approved appeal and changes his/her program of study.

Required Documentation to Be Provided By Student – All responses should be typed on the appeal form or printed on a separate sheet of paper and attached to the appeal.

If you have failed to maintain a satisfactory grade point average (2.0) and/or meet the minimum credit hour requirement, (67%) please answer the following questions. Be specific and concise in your explanation and focus your attention on the academic terms in which you did not meet the requirements for satisfactory academic progress.

1. Explain in detail the nature of your difficulty. Indicate reasons such as academic, medical, emotional, etc. Include all appropriate information and documentation.
2. State why you believe it is possible for you to improve upon your past academic performance and what corrective action have you taken.

If you have failed to complete your degree within the allotted time frame, (150%) please answer the following question. Be specific and concise in your explanation.

Why has it taken more than the allotted time to complete your degree?

Examples of documentation, which might be used to support an appeal, include, but are not limited to the following:

- Medical documentation pertaining to the time period in question and indicating that the student was unable to perform normal school-related activities;
- Documents from a counselor, therapist or social worker relating to emotional or family difficulties, which affected the student's performance;
- Police reports of incidents in which the student was the victim of a crime; or
- Documentation from a student's employer explaining work-related difficulties.

Please note that all documentation should include the student's name and relate to the specific period of time during which the student's academic performance was affected. It is important that they be as explicit as possible in detailing the student's problem and how it affected their academic performance. In the appeal letter, the student should explain why he/she believes that these difficulties will not impact his/her performance in the future.

Deadlines

Fall term - all appeals must be submitted by November 1

Spring term – all appeals must be submitted by April 1

Summer term – all appeals must be submitted by July 1.

If you are enrolled only in accelerated sessions (12 weeks or less), your appeal must be submitted prior to the end of the last session or by the date listed above, whichever occurs first. Appeals submitted after these deadline dates will be considered for the following term only.

Additional information regarding SAP policy and procedures is available on the College's financial aid webpage under [Terms and Conditions/Satisfactory Academic Progress](#).

The inclusion of the documentation as outlined above does not guarantee that an appeal will be approved. Each case must be considered individually. **Appeals submitted without any supporting documentation will be denied.** In general, appeals for subsequent terms cannot be granted based on the same circumstance. Once all necessary items are received, appeals are considered and a reply will be issued as quickly as possible; generally within thirty (30) days.

Note: Appeals may take longer to process if they are submitted two weeks before or after the start of the term. If you have a balance due on your account, submission of an appeal does not provide financial aid coverage. Your classes may be dropped for nonpayment if your appeal is denied or not approved and financial aid posted by the posted payment deadline.



STUDENT AID APPEAL FORM

150% 67% GPA Below 2.0 (Student Aid GPA) Scholarship: _____
Name of Scholarship

DATE: _____

TERM/Year: _____

STUDENT INFORMATION:

NAME: _____ *SSN: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____

MAJOR/PROGRAM OF STUDY: _____

PROJECTED DATE OF GRADUATION FROM
FLORIDA STATE COLLEGE AT JACKSONVILLE: _____

In the section below or on a separate sheet, please explain the problem(s) you experienced, for each term in which they occurred and what actions you have taken to correct the situation. (see instructions).

Are you pursuing a 2nd degree? YES NO
Have you completed a degree? YES NO
If yes, what program? _____ Date of Completion _____

CHECK ONE:

Campus Appeal is being submitted:

Downtown Deerwood South Kent North Open Campus

NOTE: This appeal will be invalid if submitted to more than one campus.

I certify that the information contained in this appeal is true and complete to the best of my knowledge. I also acknowledge I have read and understand the SAP appeal instructions provided with this form.

Student's Signature _____ Date: _____

Employee Userid: _____
Please Print

NAME: _____

*SSN: _____

ACADEMIC COUNSELOR/ADVISOR

Current Program of Study: _____ Cumulative GPA: _____

Hours Earned: _____ Hours remaining for completion: _____

Completed prior program of study? YES NO

The following courses are required to complete program of study.

Credits	Remaining Credits in Degree Audit By Category		
	Prep: Math ()	Reading ()	English ()
	Area 1: (01B) Comm Category (A) & (B)		
	Area 2: (01C) Comm Category (C)		
	Area 3: (02A) Hum Category (A) & (B)		
	Area 4: (05A) Math		
	Area 5: (04A) Natural Sci Category (A) & (B)		
	Area 6: (03E) Soc Sci Category (A)		
	Area 7: (03F) Soc Sci Category (B)		
	Area 8: (03G) Soc Sci Category (C)		
	Elective Credits		
	Professional Credits		

Signature: _____ Date: _____
Counselor/Advisor

CAMPUS ENROLLMENT LEADER RECOMMENDATION

Recommendation: Approved with Probation Approved with Academic Plan Denied

Justification:

Signature: _____ Date: _____
Campus Enrollment Leader or Authorized Designee

DEAN OF STUDENT SUCCESS

Recommendation: Approved with Probation Approved with Academic Plan Denied

Justification/Contingency:

Academic Plan (attached) Agree with assessment by CEL Disagree with assessment by CEL

Additional Comments:

Signature: _____ Date: _____
Dean of Student Success

*Collection and Use of Social Security Numbers (<http://www.fscj.edu/ssn>)

Florida State College at Jacksonville is a member of the Florida College System.

Florida State College at Jacksonville is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools ("SACS") to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.