



**Satisfactory Academic Progress**  
**Timeframe Review Form**

Date: \_\_\_\_\_ UIN: 81 \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

The student named above has exceeded the maximum timeframe to earn their degree using financial aid funding and has requested a review of his/her account. In order to fulfill the student's request we must collect information from the Academic Advisor. Please provide the information stated below.

Anticipated Graduation Date: \_\_\_\_\_

Does the student's program require more than 120 hours to graduate: YES or NO

If you answered yes to the question above how many hours does this particular program require: \_\_\_\_\_

**Please complete this form by listing all the required courses the student still needs to graduate. Please list these courses in order by the term they will be enrolling in the course.**

Prefix / Course Number	Course Title	# of Credits	Term
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You may include additional pages or attach a previously worked on Academic Plan as long as all requested information is received. You also may send this form by email to [hbullock@fgcu.edu](mailto:hbullock@fgcu.edu).

Academic Advisor's signature: \_\_\_\_\_ Extension: \_\_\_\_\_



## Satisfactory Academic Progress Appeal

UIN: 81 \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Anticipated Grad Date: \_\_\_\_\_

Phone: \_\_\_\_\_

I would like to receive Financial Aid for the

Email: \_\_\_\_\_

Fall APPE08       Spring APPE01       Summer APPE05

I have completed a semester on my own and I am currently making Satisfactory Academic Progress (no supporting documentation needed).

### Written Statement of Extenuating Circumstances

Clearly state the extenuating circumstances which you believe caused you to not meet one or more of the measures of the standard of Satisfactory Progress for Financial Aid recipients. Extenuating circumstances could include illness, death of a family member, emergency, and/or personal tragedy. All circumstances will be evaluated by the committee.

You must also include in your statement how your situation has changed that will now allow you to achieve satisfactory academic progress. Examples: resolution of circumstances, health changes, moved to new residence, etc..

If your financial aid has been cancelled for reaching/exceeding the 180 attempted hour limit (150% rule) you must attach a completed **SAP Timeframe Review Form** which needs to be signed by your advisor. This form can be found on the Online Forms page of our website: <https://www.fgcu.edu/admissionsandaid/financialaid/>.

### Attach documents validating the extenuating circumstances

Documentation may include:

- A written statement from a medical or mental health professional, your academic advisor, or a credible professional, such as a member of the clergy or other college or university official, of the impact of an illness/emergency on your academic performance. Please make sure dates are included. Letters from the professional community must be on letterhead.
- A copy of a bill for services rendered by a medical or mental health professional.
- An objective report of an occurrence such as police report, divorce documents, obituary, insurance damage reports for natural disasters, bill for services related to an emergency, etc.

### Submission deadlines for appeal and documentation

<u>Term</u>	<u>Deadline</u>
Summer 2018	July 1, 2018
Fall 2018	November 1, 2018
Spring 2019	April 1, 2019



Florida Gulf Coast University  
 Office of Financial Aid & Scholarships  
 Fax: (239) 590-7923

**Review timeframe**

All petitions will be reviewed within 20 working days of the date this form is submitted. You will be sent written notification via eagle e-mail of the results of our review. If you disagree with the committee’s decision you may request further review only if additional documentation is submitted. **Failure to provide adequate information or documentation will result in denial or delay of petition.**

**Statement of Extenuating Circumstances** *(Please attach additional pages if necessary):*

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**What has changed in your situation that will allow you to make satisfactory progress at the next evaluation:**

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\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

NOTE: The Satisfactory Academic Progress (SAP) regulations and process information can be found at <https://www.fgcu.edu/admissionsandaid/financialaid/>