

Please DO NOT submit this petition until Sections I, II, and III are completed. Incomplete petitions will not be processed. Return completed petitions to the Office of Student Financial Aid, fax (321) 724-2778. Complete petitions will usually be evaluated within five business days. An email will be sent to your Florida Tech email address to notify you of the approval or denial of your appeal. If you need assistance completing this form, please visit our office (8 a.m.–5 p.m., Monday–Friday) or call (321) 674-8070.

SECTION I: GENERAL INFORMATION

Student Name _____ Student ID _____

Email _____ Phone _____

Current Grade Level: Freshman Sophomore Junior Senior 5th Year Graduate

College _____ Major/Program _____

Expected Graduation _____ Cumulative GPA _____

Your Satisfactory Academic Progress Appeal is only valid for the Major/Program listed above. If you change your Major/Program, you must submit a new Appeal after you are admitted to the new Major/Program.

SECTION II: STUDENT ACADEMIC PROGRESS

I am requesting financial aid reinstatement for the following term: _____

I am appealing the following financial aid academic progress requirements (check all that apply):

- (1) Undergraduate: GPA under 2.0 Completion rate (<75% attempted)
(2) Post-baccalaureate: GPA under 3.0 Completion rate (<80% attempted)
(3) Maximum hours for degree exceeded

If you exceeded the maximum hours to earn your degree, you must submit a Degree Evaluation with your appeal.

Instructions for obtaining a Degree Evaluation via PAWS are available on the Registrar's website at www.fit.edu/registrar/documents/doc_mgr/216/CAPP_Instructions_students.pdf

I have attached a copy of my Degree Evaluation from PAWS.

Proposed classes for next term:

Course

Required for Graduation

Table with 2 columns: Course, Required for Graduation (Yes/No). Contains 5 rows of empty lines for course entry.

I need _____ more credit hours of course work to satisfy requirements for completing my _____ degree program. This includes courses currently in progress for which I have not yet received a grade.

Student Name _____ Student ID _____

SECTION III: STATEMENT OF APPEAL

In support of your petition, explain fully any mitigating or extenuating circumstances that caused you to fail to meet the Satisfactory Academic Progress standards. You can find examples of mitigating circumstances on our website—www.fit.edu/financialaid/progress.php. You may attach additional pages to this appeal if necessary. You must provide documentation that supports the basis of your appeal. Original documents will not be returned to you. *(Press Tab when you reach the end of the data entry field or when you complete your statement.)*

(if necessary, please continue narrative on page 3)

Student Signature _____ Date _____

Printed Name _____

Your appeal will be reviewed and you will be notified of the decision via your Florida Tech email account. An approved appeal will include an individual academic plan which you must accept before being placed on probationary status.

Student Name _____ Student ID _____

SECTION III: STATEMENT OF APPEAL *continued from page 2*

(If you need additional pages, continue your statement as a separate document and include it with this document. Please add your name and student ID to all pages.)