

The Department of Education requires that students maintain Satisfactory Academic Progress (SAP) to be eligible for financial aid. Students are considered to be making SAP if they meet all of the following conditions: a GPA greater than or equal to 2.0 for undergraduate students or 3.0 for graduate students, a completion rate of 75% (successful completion of 75% of attempted credits) and does not exceed the maximum timeframe for degree completion (150% of the credit hours required for the program). A more in-depth explanation of the SAP standards is provided on our website and in the Florida Tech catalog.

Please note that Academic Appeals (restatement to the university) and Satisfactory Academic Progress Appeals (reinstatement of financial aid) are two different processes. If you have been academically dismissed, do not submit your SAP appeal until you are academically reinstated.

SUBMISSION DEADLINES

MAIN CAMPUS/EXTENDED STUDIES:

<u>FALL:</u>	<u>OCTOBER 1</u>
<u>SPRING:</u>	<u>MARCH 1</u>
<u>SUMMER:</u>	<u>JUNE 1</u>
<u>FLORIDA TECH ONLINE:</u>	<u>BY THE END OF THE TERM IN WHICH AID IS SOUGHT</u>

Appeals must be submitted by the deadline above to be considered for that semester/term. Late appeal submissions may result in a revision of aid due to federal regulations or late fund disbursement.

APPEAL REQUIREMENT CHECKLIST:

- A fully completed SAP appeal form (page 2)
- A copy of your degree evaluation

Degree audits can be obtained by going to PAWS>Student>Student Records>Degree Evaluation>Current Term, select generate new evaluation under your current degree program, then click the box next to your program name, select the current term and click Generate Request, then select Detail Requirements and click Submit. Note that course substitutions may not reflect on this form and you may be asked to get specific degree audit information from your academic advisor.

- A signed, detailed letter explaining:
 - The extenuating circumstances that prevented you from meeting the SAP requirements.
 - The changes that have occurred or have been made that will allow you to be successful in the next semester.

Examples of extenuating circumstances are documented illness or medical condition, emergencies, death of an immediate family member/close relative.

- Documentation to support your appeal

Examples of acceptable documentation are documents that originate from disinterested third parties such as a physician's note, hospital admission record, obituary, death certificate, accident reports, police reports or other such documentation.

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 _____

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):

- [] Cumulative GPA below 2.0 for undergraduate/3.0 for graduate
[] Completion rate below 75%
[] Attempted hours exceed 150% of required hours for degree completion
[] Did not comply with previously agreed upon academic plan

Proposed classes for next term:

Course

Required for Graduation

Table with 2 columns: Course, Required for Graduation. Contains 5 rows of input fields for course names and Yes/No checkboxes.

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.

SECTION III: APPEAL CONDITIONS

All appeals are subject to the review process, which takes 3-5 business days. Incomplete appeals will be denied. Appeal decision notifications will be sent to the student's FIT email address and, if approved, require a student response accepting the terms before aid will be reinstated.