

Students are required to 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 cumulative GPA greater than or equal to 2.0 for undergraduate students or 3.0 for master's students and 3.2 for doctoral students; a completion rate of 75% (successful completion of 75% of attempted credits), and does not exceed the maximum time frame for degree completion (150% of the credit hours required for the program). Florida Tech's SAP policy can be found at floridatech.edu/policies/financial-aid/policies/satisfactory-progress-standards.

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

All appeals must be complete and submitted no later than close of business on Friday of the first week of classes. Late and incomplete submissions may be denied.

SECTION A: STUDENT INFORMATION—TO BE COMPLETED BY THE STUDENT

Student Name _____ Student ID _____
First M.I. Last

Current Major or Area of Interest _____ Phone _____

I am requesting financial aid reinstatement for the following term _____

SECTION B: WRITTEN STATEMENT & SUPPORTING DOCUMENTATION—TO BE COMPLETED BY THE STUDENT

Students should provide a written explanation detailing the circumstances that prevented them from meeting Satisfactory Academic Progress (SAP) standards. Extenuating circumstances may include the following:

- Personal illness or illness of an immediate family member. Supporting documentation example would be a statement from a physician.
- Death of a family member (please indicate this individual's relationship to you). Supporting documentation example would be a death certificate or obituary.
- Other unusual mitigating circumstances.* Some examples of supporting documentation would be court records, police reports, etc.
**Please note that issues with instructor(s)/course(s) DO NOT constitute as extenuating circumstances and will not be considered.*

Appeals should also include:

- The steps you will take this semester to ensure that you are meeting the terms of this plan and meeting Satisfactory Academic Progress Requirements.
- The campus resources you will use to support you in the courses you are taking this semester.
- The steps you have already taken to improve.
- Any additional steps you still need to implement.