

FLORIDA STATE PROGRAMS APPEAL

The Florida Department of Education regulations require students to maintain Satisfactory Academic Progress (SAP) in two areas. Cumulative GPA and Total Completed Hours Earned in a semester to be eligible for state grants. It is the student's responsibility to stay informed of the SAP standards and to monitor his or her own progress.

First Name	Middle Initial	Last Name	Student ID #
Contact Telephone #		E-mail Address	

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 "mitigating circumstances" can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed SAP Appeal form along with all required documentation. **The appeal form must be filed within 30 days of the denial letter and sent directly to the Financial Aid Office. The Financial Aid Appeal Committee will review the appeal and make a decision in keeping with the State of Florida regulations and policies. All decisions made by the appeal committee are final.**

Situations considered "mitigating circumstances" beyond a person's control include:

- Serious illness or injury to a student that required extended recovery time or significant improvement.
- Death or serious illness of an immediate family member.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.
- Other documented circumstances.

Note: One aspect of your appeal should be to demonstrate that whatever the mitigating circumstance, it is no longer an issue and will not impede your ability to perform well academically. Address this in your letter.

My situation involves mitigating circumstances. I am appealing the SAP action that resulted in my ineligibility for the following state programs. (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Florida Bright Futures Scholarship | <input type="checkbox"/> Effective Access to Student Education |
| <input type="checkbox"/> Florida Student Assistance Grant | <input type="checkbox"/> Other |

Required documentation to be provided by student

I have attached the following documentation:

- My written explanation of the situation and action taken.
- Letters from the following involved third parties:
A) Name and Title: _____
B) Name and Title: _____
- Death certificates or obituaries, if applicable.
- Other documents: _____

I understand that the Financial Aid Office will not accept any SAP Appeal that is incomplete or lacks documentation. I am, therefore, submitting my complete SAP Appeal. Once a decision has been made, the Coordinator of the State Programs will notify me of the outcome of the appeal.

Student's Signature

Date

Please remember to enclose copies of the appropriate documents listed above.

For Financial Aid Office Use Only		
Action taken: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Financial Aid Administrator	Date