



UNF Office of Enrollment Services Processing Satisfactory Academic Progress Appeal Form

Name: _____ N#: _____
E-mail: _____ Current Phone #: _____

Reinstatement Type: GPA Appeal Max Hours/150% Rule Appeal Pass Rate Appeal

Appeal Status: Warning Probation Suspension

Term requesting Override: Fall _____ Spring _____ Summer _____
Year Year Year

The Higher Education Act of 1965, as amended, requires institutions of higher education to establish and apply standards of satisfactory academic progress (SAP) that all students must meet to qualify and remain eligible for assistance from Title IV student financial aid programs. Academic history is reviewed for all students applying for financial aid, regardless of whether financial aid has been previously received. At UNF, Satisfactory Academic Progress (SAP) is measured at the end of each semester. In order to receive federal financial aid funds, students must meet the 3 requirements, including:

1. Required completion rates (Pass Rate Rule- 67% of hours attempted)
2. Required grade point averages (GPA Rule- min. 2.0 for undergrads / min. 3.0 for grads)
3. Requirement of Maximum Time Frame (Max Hours/150% Rule – Students must complete degree program before reaching 150% of the number of credits needed to complete their degree program).

Satisfactory Academic Progress (SAP) Appeal Instructions:

I.) Written Statement of Extenuating Circumstances

Clearly state the extenuating circumstances (illness, emergency, etc.) which you believe prevented you from meeting one or more of the UNF standards of satisfactory academic progress for financial aid recipients.

- a. Be **SPECIFIC**:
 1. Indicate date/time periods (ie: semesters) involved.
 2. Include how the circumstances affected you/your academic record.
 3. Provide pertinent details. Use additional paper, if necessary.
 4. State a specific plan of action to demonstrate satisfactory academic progress.
- b. Attach supporting documentation to validate/corroborate your statements. (See below).
- c. **SIGN & DATE** your appeal and statement. Statements submitted on a separate sheet of paper will not be accepted if they are not signed by the student. All written statements **must** be signed.

II.) Attach Documentation to Validate the Extenuating Circumstances

Documentation may include, but is not limited to one or more of the following:

- a. A written statement signed by a medical or mental health professional, your academic advisor, or a credible professional, such as a member of the clergy or other college/university official, of the impact of an illness/emergency on your academic performance.
- b. A written statement signed by a medical or mental health professional describing dates and services provided, or a copy of the bill for services rendered by a medical or mental health professional.
- c. An objective report of an occurrence, such as a police report, divorce documents, obituary, insurance damage reports for natural disasters, bill for services related to an emergency, etc.
- d. A written statement from your academic advisor that confirms administrative error, such as a course you were advised to take in an inappropriate sequence, etc.

For students who are appealing because they are close to or are exceeding the Max Hours/150% rule, please submit a completed Special Graduation Contract signed by you and your advisor.

III.) Submit all forms and documentation to One Stop Student Services:

UNF Building 2 Lobby / (P) 904.620.5555 (F) 904.620.2414

IV.) Allow ample time for review

Your appeal will be reviewed within 15 working days of the date you submit **all** required documentation to One Stop Student Services. You are encouraged to monitor your myWings account and UNF email for status changes. Notification will be sent to your UNF email account with the results of the review. Failure to provide sufficient information or documentation will result in denial or delay of your appeal.

