

*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 (Federal) 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 remain eligible to receive federal financial aid funds, students must meet the following three requirements:

1. Required completion rates (Pass Rate Rule):  
Students must earn passing grades for 67% of their overall cumulative hours attempted.
2. Required grade point averages (GPA Rule):  
Minimum overall cumulative 2.0 for undergraduates, 2.5 for most undergraduate Education majors, 3.0 for graduates.
3. Requirement of maximum time frame (Max Hours/150% Rule):  
Students must complete their degree program within 150% of the published length of that program.

Hours and grades earned from other institutions as a part of Consortium and/or Study Abroad agreements must be evaluated to verify that the above listed SAP standards have been met.

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## Section I: Student Information

Student Name \_\_\_\_\_ Student ID# N\_\_\_\_\_

Email address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Term in which you attended a host institution:  Fall (year) \_\_\_\_\_  Spring (year) \_\_\_\_\_  Summer (year) \_\_\_\_\_

**NOTE: This form should only be submitted if the term you indicate above has already ended and you have submitted official transcripts.**

Host institution(s) you attended \_\_\_\_\_

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## Section II: Statement of Understanding

Read each statement and **initial** that you have read and understand it.

1. \_\_\_\_\_ I have submitted official transcripts from my host institution(s) listed above. These transcripts represent the coursework I was approved to take by my UNF academic advisor. The grades I earned in these courses will be included in my hours attempted and GPA and will be included in future Satisfactory Academic Progress reviews. I understand that these transcripts will be evaluated and my SAP status will be updated if applicable.
2. \_\_\_\_\_ I understand that after review of the consortium/study abroad transfer hours for the term and institution(s) listed above, I may be required to submit an entire Satisfactory Academic Progress Appeal packet if it has been determined that I did not meet the SAP standards outlined above and in UNF's official SAP policy.

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## Section III: Required Signature

I certify that the information given in this appeal is complete and accurate. I understand that to make false or fraudulent statements within this appeal will result in my appeal being denied and a report of my actions being made to the Office of the Inspector General for the U.S. Department of Education. Such fraudulent actions may result in disciplinary action through UNF's Office of Student Conduct and/or applicable penalties for making a false statement pursuant to section 837.06, Florida statutes, governing false official statements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

Received by: \_\_\_\_\_  
Date: \_\_\_\_\_