

SATISFACTORY ACADEMIC PROGRESS APPEAL

Instructions for Appeal

1. Read all instructions, fill out the form completely and sign and date the appeal.
2. In order to appeal the denial of your continued financial aid eligibility resulting from not complying with the Satisfactory Academic Progress standards, you must complete a Satisfactory Academic Progress (SAP) Appeal, and submit ALL required supporting documentation. For more information about the University of Central Florida's academic progress requirements to receive financial aid, please see www.finaid.ucf.edu/receiving/sap.html . Appeals submitted without all required documentation will be regarded as incomplete and denied.

The following must be submitted as part of the appeal:

- ▶ **Explanation of extenuating circumstances why you did not meet Satisfactory Academic Progress Standards.** Your written statement must include a description of the problem/incident indicating dates and time periods involved, as well as the impact on your academic performance.
- ▶ **Explanation of what has changed and is changing to allow you to meet Satisfactory Academic Progress.**
- ▶ **Academic Plan** (to be completed by an academic advisor) - All students must submit an Academic Plan from their academic advisor. The plan must include course work to raise GPA, increase course completion ratio to 70%, and/or meet degree completion requirements. NOTE: Course work listed on the plan must be required for completion of your degree.
- ▶ **Appropriate documentation supporting your appeal.** Documentation must include, but is not limited to, divorce decrees, death certificates, and letters from doctors, counselors, advisors etc. Written statements from the professional should reference your name, diagnosis, dates of treatment and length that situation has or was occurring.

Attach documentation supporting your appeal. Include any statements (on company letterhead) from third party persons (e.g. clergy, employers, medical professionals, etc.) who can verify your extenuating circumstances. Report of incident/s, such as a police report, insurance damage report, and bill/s for services related to emergency, obituary, etc.

Note: Failure to corroborate your circumstance may result in your appeal being denied for lack of documentation.

3. Submit the completed appeal with all supporting documentation to the University of Central Florida, Office of Student Financial Assistance, 4000 Central Florida Blvd., Millican Hall Room 120, Orlando, FL 32816-0113. Appeals can also be faxed to 407-823-5241.

4. Completed appeals submitted by the deadline will be reviewed in a timely manner. The Financial Aid Review Committee meets regularly. You will be notified of the outcome of your appeal on the View Financial Aid Status Page on myUCF as well as by your Knight's e-mail.

Note: Late appeal submissions are subject to federal regulations with regard to the awarding and/or disbursement of financial aid funds.

5. Please note that in order to ensure your appeal is reviewed prior the beginning of a semester you must submit the appeal along with documentation in sufficient time for the appeal to be reviewed. Incomplete applications and requests for additional documentation will cause delays. Please plan accordingly in the event you experience a delay in your Satisfactory Academic Progress appeal. You will be responsible for any late charges assessed to your account.

Satisfactory Academic Progress Appeal

SECTION I: General Information (to be completed by the student)

Name: _____ UCF ID/ PID: _____ Phone: _____

Current Academic Level: _____ College: _____

Major: _____ Expected Graduation Date (mm/yyyy): _____

Total UCF GPA & Hours: _____ Total Cumulative GPA & Hours: _____

SECTION II: Statement of Appeal (to be completed by the student)

I am appealing cancellation of my financial aid for the following reasons: (check all that apply):

- Cumulative (including transfer) GPA is less than 2.0 for undergraduate or 3.0 for graduate
- Did not successfully complete 70% of attempted hours
- Exceeded the maximum attempted hours for degree completion
- Did not complete the probationary period successfully
- Did not comply with the prescribed Academic Plan requirements
- Grade Change (Updated grade/s must be posted on myUCF prior to appeal. No Academic Plan required).
- Late Transient Grade/s (Unofficial transcript/grade report may be submitted. No Academic Plan required).
- NOTE: Failure to provide official transcript to UCF Registrar's Office may impact future aid eligibility.*
- Other _____

SECTION III: Explanation (to be completed by the student)

Both questions must be answered and appropriate documentation must be submitted.

1. Describe extenuating circumstances of why you did not meet Satisfactory Academic Progress Standards. (Attach extra sheet if necessary.)

2. Explanation of what has changed or is changing to allow you to meet Satisfactory Academic Progress Standards and complete your degree program. (Attach extra sheet if necessary.)

Student's Signature

Printed Name

Date

Submit your completed SAP Appeal and support documentation to:
4000 Central Florida Blvd, Millican Hall 120 • Orlando, Florida 32816-0113
(407) 823-2827 • FAX (407) 823-5241

Academic Plan for Financial Aid

Millican Hall, Room 120 Orlando, FL 32816-0113 Phone: (407) 823-2827 Fax (407) 823-5241
To be completed by the Academic Advisor, Department Head, or Dean

Name: _____ UCF ID/ PID: _____ Phone: _____

Major: _____ Expected Graduation Date (mm/yyyy): _____

Total UCF GPA & Hours: _____ Total Cumulative GPA & Hours: _____

This student is currently not eligible for financial aid for one or more of the reasons listed below. We are requesting your assistance in assessing the student's academic record. Please develop the Academic Plan in consultation with the student. Be as specific as possible, and include any required or restricted courses and any restrictions on full-time enrollment.

Student's Cumulative GPA less than 2.0 for Undergraduate or 3.0 for Graduate

1. Provide a plan of work (courses and course load) in which the student is advised to enroll in order to raise cumulative GPA to proper level.
2. Please include in the comments section (if appropriate) the grades and/or length of time it will require for the GPA to proper level.

Student did not Successfully Complete 70% of Attempted Hours

Outline courses and/or course load in which the student is advised to enroll that will allow him/her to successfully complete at least 70% of his/her course load.

Student Exceeded the Maximum Number of Attempted Hours (180 hours undergraduate) for Degree Completion. Please see SAP policy at www.finaid.ucf.edu/receiving/sap.html for the maximum number of undergraduate and graduate hours.

1. Provide a plan of work (courses and/or course load) in which the student is required to enroll that will successfully progress him/her toward completion of his/her program.
2. Include the length of time it will take for the student to complete his/her program.

Please check the reason/s student exceeded the 180 maximum attempted credit hours:

Change of Major Repetitive Coursework Excessive Transfer Credits Seeking additional degree.
 Completion of Major/s Seeking Minor/s Completion of Certificate/s Please explain in comments section

Has the student had a major change? Yes No

If student has had a major change, how many credits from the student's **first** declared major are **not** counting towards the student's current major? _____

Student did not meet financial aid probation

1. Provide a plan of work (courses and/or course load) in which the student is required to enroll that will successfully progress him/her toward completion of his/her program. If this is a Graduate Certificate student, only include required courses toward the certificate program.
2. Please comment in regards to details SFA should know in regards to student's situation.

Academic History:

- (1) Has the student completed all required courses for a bachelor's/master's/doctoral degree or Certificate? Yes No
- (2) Was the student admitted to UCF as a transfer? If yes, how many of the transfer hours were applied to the degree that the student is working towards? _____ Student was not admitted to UCF as a transfer student
- (3) If student has declared minor, is it required for the degree? Yes No _____ Student has not declared a minor.
- (4) Remaining credit hours needed to complete degree or certificate program requirements (including current term): _____
- (5) Timeframe for degree completion (expected graduation): _____
- (6) Is the student seeking a double major? _____ If yes, please complete a separate Academic Plan for each major.

Comments/ Recommendations (attach additional sheets if necessary):

Signature (**Academic Advisor/Department Head/Dean**): _____

Print Name: _____ Title/Department: _____

Phone number: _____ Email: _____

