

Submission Deadlines:

- > Fall:08/10/2020
- > Spring:12/11/2020
- > Summer: 04/30/2021

Student ID: _____	First Name: _____	Last Name: _____
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FINANCIAL AID ACADEMIC PROGRESS APPEAL FORM/CHECKLIST

Satisfactory academic progress (SAP) is cumulative in nature and considers all classes attempted not just the previous academic term or year. You should review the satisfactory academic progress policy on the college website at the [FSW Catalog](#). If you have experienced extenuating circumstances that prevented you maintaining satisfactory academic progress, you may appeal using this form.

TYPE OF APPEAL

What type of appeal are you submitting (check all that applies)?

- GPA
- Completion Percentage
- Maximum Timeframe (90 credits for associate and 180 credits for bachelor's degree)
- Other _____

STEP 1: STUDENT INFORMATION

When are you seeking to receive financial aid?

Term: Fall Spring Summer Year: _____

In what degree or certificate are you currently enrolled? _____

Extenuating Circumstance (please attach documentation):

- Documented medical condition, hospitalization, or serious illness
- Death of an immediate family member i.e. parent, sibling, spouse, or child
- Involuntary call to active military duty
- Other extraordinary/emergency circumstances, such as natural disasters

STEP 2: WHAT TO SUBMIT FOR ALL APPEALS.

1. **Print and sign this form.**
2. **Attach date specific documentation.**
 - For medical conditions, have your healthcare provider complete and return the medical documentation form to the Office of Student Financial Aid. The form can be found at <http://www.fsw.edu/financialaid/forms>
 - For death of an immediate family member attach a copy of a death certificate, obituary, or third party documentation of death and documentation of relationship to the individual.
 - For all other circumstances, submit appropriate documentation.
3. **Attach a signed and typed letter detailing:**
 - What caused you to fail to meet Satisfactory Academic Progress?
 - What has changed that will now allow you to make Satisfactory Academic Progress?
4. **Complete an academic plan, approved by an academic advisor and financial aid specialist.**

STEP 3: SIGNATURE AND AGREEMENT

By signing, I certify that the information provided above, and any attachments are true and accurate. I may be contacted for additional information and/or documentation to process this appeal. I take full financial responsibility to pay for all tuition-related expenses and am prepared to pay from my own resources.

I understand that failure to supply truthful, adequate, and complete information or supporting documentation for this appeal may result in a denial with no further rights to appeal.

Student Signature _____

Date _____

****Appeals will be reviewed by the Florida SouthWestern State College Satisfactory Academic Progress Appeals Committee. Decisions of the Committee are final. ****

Committee Decision Date:

Approved

Denied

Comments:

Committee Signature:

Academic Plan



Student Last Name: _____

Student First Name: _____

Student ID: _____

@ _____

Academic Plan is required beginning the _____ semester for the following satisfactory academic progress issue(s):

Cumulative GPA*Current Cumulative GPA*

Students at the College must meet the minimum cumulative GPA requirement based on the number of credits attempted. Official withdrawal grades are not calculated in the cumulative GPA.

Percent of Completion*Current Completion Rate:*

Students at the College must successfully meet the qualitative standard per FSW Guidelines for the number of credits attempted. All non-completion grades ("W", "F", "I" and "M") are used in the calculation of completion rates.

Maximum Credits Allowed (MCA)*Current Hours Attempted:*

Students at FSW are restricted to a maximum number of credits for which they can receive financial aid. The maximum credit allowance is 150% of the published length of the eligible educational program in which the student is currently enrolled.

Requirements of Academic Plan for Cumulative GPA

Earn a minimum 2.5 GPA, each semester.

Requirements of Academic Plan for Percent of Completion

Successfully complete 100% of your registered courses each term without withdrawing from any course. Earn a minimum of 2.0 GPA for the semester with no W or F grades.

Requirements of Academic Plan for Maximum Credits Allowed

Successfully complete 100% of remaining courses (as listed on the course plan) and remain in their current primary curriculum.

ACADEMIC ADVISOR MUST COMPLETE THIS SECTION:**Required Courses**

Current Academic Standing (please circle):

Satisfactory/Warning/Probation/Suspension/Dismissal

Subject	Course	Title	Credits

Total # of credits required for this major: _____

Remaining # of credits required for major: _____
(Including credits to be taken this semester)

Course plan: Attach an academic plan/degree audit that clearly indicates classes required for student's current major.

Additional academic plan requirements:

- 1. The student must follow up with their academic advisor before the 6th week of the term.**
- 2. Additional requirements can be added at the time of approval.**

I have read and understand the above terms and conditions of this academic plan and acknowledge that my advisor has discussed the resources and strategies to help me meet these conditions. I recognize that I am solely responsible for meeting all the requirements of the academic plan and that I will be ineligible for financial aid should I be unable to achieve all these requirements. This academic plan is in place if I am meeting the requirements of the plan, and it shall be reviewed at the end of each semester until I meet satisfactory academic progress. In addition, I acknowledge that any additional credits or alternate classes I choose to take that are not included in this academic plan are ineligible for financial aid. Therefore, all such classes and credits shall be taken at my own expense, and I understand that I remain responsible for meeting all the conditions of this academic plan to be considered for future financial aid eligibility.

Please print name: _____

Student's Signature: _____ Date: _____

Please print name: _____

Advisor's Signature: _____ Date: _____

Please print name: _____

FA Specialist's Signature: _____ Date: _____