Aid Year: _____

Satisfactory Academic Progress Appeal for GPA and/or Pace
Office of Student Financial Aid | Florida Atlantic University
FORM: SAPAPP

Submit this form online via owlfiles.fau.edu
Need Help? Visit fau.edu/finaid/contact

Student Name	Z Student Z Number	FAU Email Address
Address		Telephone

REQUESTING AID FOR: (Check One) ☐ **Fall** _____ ☐ **Spring** _____ ☐ **Summer** _____

By signing and submitting this form along with any additional documentation, you agree to appeal the cancellation of your financial aid eligibility resulting from failure to meet the GPA and/or Pace component of the Satisfactory Academic Progress (SAP) criteria. For more information, on FAU's SAP Policies, visit fau.edu/finaid/resources/policies/#progress.

- **Summer 2026 Semester SAP Appeal Submission Deadline: July 22, 2026**
- **Fall 2026 Semester SAP Appeal Submission Deadline: November 18, 2026**
- **Spring 2027 Semester SAP Appeal Submission Deadline: April 7, 2027**
- **Decisions for Satisfactory Academic Progress (SAP) Appeals are normally made within 3 weeks of submission.**

NOTE: Students who are appealing based on anticipated changes to their transcript (due to academic petition action, grade changes, or new institutional/transfer work) should NOT submit an appeal until all changes have been made.

YOU MUST SUBMIT THIS FORM ALONG WITH A TYPED STUDENT STATEMENT OF CIRCUMSTANCES.

(Page 2 of this form outlines what is required in the Student Statement of Circumstances)

Official documentation that can support your appeal reason is strongly recommended. After committee review of the appeal, additional documentation may be required.

DECRIPTION OF CIRCUMSTANCES: (Check one)	**SUPPORTING DOCUMENTATION:**
1. ☐ **Lack of overall progress** as the result of poor performance in first FAU term	Documentation of participation in tutoring or other types of assistance programs

Student Name _____ Student Z Number _____

2. ☐ **Personal injury, illness, or disability** of student	Statement from health care provider that includes: • Confirmation of the date span for which medical conditions existed. • Confirmation that the medical conditions may have impaired academic performance. • Confirmation that you have obtained treatment to address issue(s) and improve academic performance.
3. ☐ **Death/illness** of family member	Documentation of family member's death or illness: • If family member is deceased: Government Issued Death Certificate (funeral notice/obituary may be acceptable with accompanying documentation which shows relationship between the deceased and the student). • If family member is ill: Documentation of family member's illness.
4. ☐ **Other** Special Circumstances	Any additional supporting documentation

STUDENT STATEMENT OF CIRCUMSTANCES: (MUST BE TYPED)
Provide on Separate Page and Attach to This Form

YOU MUST ANSWER EACH BELOW OR YOUR APPEAL MAY RESULT IN AUTOMATIC DENIAL.

- Describe the circumstances that occurred during your most recent semester at FAU that contributed to being unable to successfully complete your class(es) and how these circumstances affected your academic record. *(300 Words Maximum)*
- How has these circumstances changed so that your academic success is no longer affected? *(300 Words Maximum)*
- Provide a comprehensive action plan that outlines steps you will take and resources you will use to achieve sustained academic success from here forward. *(300 Words Maximum)*

I have read and understand the following: (Check each box to confirm)

☐ Appeals submitted after the submission deadline will not be accepted.

☐ Submitting an appeal does not guarantee an approval.

☐ If you are returning from academic suspension or dismissal, documentation of special circumstances or documented satisfactory academic progress (no failing grades or withdrawals) after being suspended or dismissed is required. Undergraduate students: 6 credits of satisfactory academic completion. Graduate students on 2 or more times on academic suspension need to complete 9 credits in one semester.

☐ If you have submitted a SAP appeal in a prior term, documentation of special circumstances must be different from prior appeal(s) or documented satisfactory academic progress is required (no failing grades or withdrawals). Undergraduate students: 6 credits of satisfactory academic completion; Graduate students: satisfactorily complete 9 credits in one semester.

☐ If GPA is below 1.0 (Undergraduate) or 2.0 (Graduate) and/or Pace is below 50%, documentation of special circumstances or documented satisfactory academic progress is required (no failing grades or withdrawals). Undergraduate students: 6 credits of satisfactory academic completion; Graduate students: satisfactorily complete 9 credits in one semester.

☐ I will be notified of the appeal decision via my FAU student email within three weeks of fully completed SAP Appeal Submission.

- ☐ If I am registered for courses and my appeal has not been reviewed/approved before the payment deadline for tuition and fees, I am responsible for all charges, or I can officially drop my class(es) before the deadline to avoid charges.
- ☐ If my GPA and/or Pace appeal is approved, I must meet the conditions of the CRITERIA FOR CONTINUED ELIGIBILITY provided in the email notification to continue receiving aid.
- ☐ If my Time Frame appeal is approved, I must not exceed the number of credits indicated in my new Maximum Time Frame extension in the email notification to continue receiving aid.
- ☐ If my appeal is denied, I cannot receive aid until I meet SAP requirements or successfully appeal in a future semester.
- ☐ Effective Fall 2022, undergraduate and graduate students can only submit 2 GPA/Pace SAP Appeals per degree level, whether they were approved or denied
- ☐ Undergraduate and graduate students can only submit 1 Maximum Timeframe Appeal per degree level, whether it was approved or denied.
- ☐ The decision of the SAP Appeals Committee is final.

I certify that I have read the FAU SAP policy and the conditions of the appeal process and certify that all information reported is complete and correct. I certify that documents submitted with this form are true, complete, and have not been altered.

Student Name	Signature	Date