



## SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Students who have been evaluated for compliance with the Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility and found to be deficient are placed on SAP Suspension and are not eligible for financial aid funds. The student may be eligible to continue their enrollment and pay out of pocket, with an alternative loan, or under certain conditions, students with unusual circumstances may file a Satisfactory Academic Progress Appeal for Reinstatement of Financial Aid Eligibility. **DO NOT LEAVE ANY QUESTIONS UNANSWERED. INCOMPLETE APPEALS WILL BE RETURNED TO STUDENT.**

\_\_\_\_\_  
Student's Last Name, First, MI

\_\_\_\_\_  
FMU ID Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Anticipated Graduation Date

\_\_\_\_\_  
Phone Number

### STEP 1: Circle all that apply

**Indicate semester for which you are requesting aid**

Summer 2018	Fall 2018	Spring 2019
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### STEP 2: Select unforeseeable extenuating circumstances

**Reason for appeal**

	<b>Extenuating Circumstance</b>	<b>Date of Occurrence</b>
<input type="radio"/>	Serious illness or injury – include medical documentation	
<input type="radio"/>	Death of a relative – include copy of obituary	
<input type="radio"/>	The student is working on a second undergraduate degree	
<input type="radio"/>	Other – Include all supporting documentation to support your extenuating circumstance. Extenuating circumstances <b>DO NOT</b> include college adjustment issues such as homesickness, difficult coursework, recurring known chronic condition, and/or issues with faculty and staff.	

### Step 3: Letter of explanation

- Attach a letter that explains all of the following:
  - ✓ The extenuating circumstances.
  - ✓ How those circumstances affected you academically.
  - ✓ How those circumstances have been resolved, or when they will be resolved.
  - ✓ What resources you are/will be utilizing to succeed academically.

**Continued on back...**

## Step 4: Academic plan

- Meet with an academic advisor and, using your degree audit: (1) clearly outline the courses you must take during the next two semesters and, if applicable, summer in order to improve your GPA and to progress toward graduation, (2) if you have less than a 2.0 cumulative GPA, the academic advisor must also indicate what grades you need to earn, and (3) include the advisor's signature, date, and phone number indicating that he/she approves and agrees. (example: Educ 190, Math 111, Eng 112, Span 101 -- Fall 2018 -- Grade = C).

## Step 5: Email, mail or drop off this completed form and documentation to:

Office of Financial Assistance  
 Francis Marion University  
 PO Box 100547  
 Florence, SC 29502  
 843-661-1190 (O) 843-661-1195 (FAX)  
 finasst@fmarion.edu

***By signing this form, I confirm that I have submitted this appeal, supporting documentation, and an academic plan because I experienced extenuating circumstances that I could not have predicted and that were beyond my control. I understand that submission does not guarantee approval of the appeal. I understand that an approval of the appeal may not occur before bills are due for the semester; which may require alternative payment arrangements. I certify that the statement and information I have reported to qualify for federal student aid is complete and accurate. I understand that purposely giving false or misleading information is a federal offense that can result in fines and/or incarceration.***

Student's signature

Date

For office use only:

	#1	#2
Mitigating circumstances were beyond the student's control	Y / N	Y / N
Documentation of mitigating circumstances was complete and appropriate	Y / N	Y / N
Academic recovery plan realistic and achievable	Y / N	Y / N
Appeal Approved	Y / N	Y / N
Final Decision		

#1 Initials

Date

#2 Initials

Date

For office use only:

Notes: