



Francis Marion University

SATISFACTORY ACADEMIC PROGRESS PETITION FINANCIAL ASSISTANCE

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 Federal and certain State/private 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 Petition for reinstatement of financial aid eligibility.

DO NOT LEAVE ANY QUESTIONS UNANSWERED. INCOMPLETE PETITIONS WILL NOT BE REVIEWED.

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

Fall 2022	Spring 2023	Summer 2023
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STEP 2: Select unforeseeable extenuating circumstances

Reason for appeal

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

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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 has changed that will ensure significant academic improvement for future semesters.

Step 4: 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

Step 5: Monitor (up to 2 weeks after submitting the completed petition to FA):

- Patriot Portal financial aid checklist to see if the SAP Committee needs additional information
- FMU email for notification of the SAP Committee's decision on the petition

By signing this form, I confirm that I have submitted this petition and supporting documentation 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 petition. I understand that an approval of the petition 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 and certain State/private 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