



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(s) for which you are requesting aid

Summer 2023	Fall 2023	Spring 2024
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### STEP 2: Select which unforeseeable extenuating circumstance(s) applies to you:

Reason for appeal

	Extenuating Circumstance	Date of Occurrence
<input type="radio"/>	Serious illness or injury - <b>include medical documentation</b>	
<input type="radio"/>	Death of a relative - <b>include copy of death certificate or entire obituary</b>	
<input type="radio"/>	The student is working on a second undergraduate degree - <b>include degree audit</b>	
<input type="radio"/>	Other - <b>include all supporting documentation to support your extenuating circumstance.</b> 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.	

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**Step 3: Letter of explanation that includes ALL of the information listed below:**

- 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, fax 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 Your Patriot Portal – Allow up to 2 weeks for committee to meet:**

- Monitor your financial aid checklist to see if the SAP Committee needs additional information
- Monitor the SAP Banner (see below) to view the SAP Committee’s decision. Click on banner to view details of the decision.

✓ [Your most recent Satisfactory Academic Progress \(SAP\) evaluation status is ELIGIBLE. Click here to view "What does Academic Progress mean?"](#)

✓ Select "What does Eligible Academic Progress mean?" to determine what your progress decision means and what requirements have been set for you for future terms

SAP Status	Date Reviewed: 5/10/2022	SAP Details	
Evaluation Period:	2022SP - 2022SP	Max Pgm Credits	189.00
Program:	Bachelor of Arts in English-Teacher Certification	Cumulative Attempted	67.00
SAP Status:	✓ ELIGIBLE	Cumulative Completed	67.00
✓ <a href="#">What does ELIGIBLE Academic Progress mean?</a>		Cumulative GPA	3.818
		✓ SAP Completion Percentage	100.00%

**Step 6: Read and sign:**

*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