Aid Year: _____

Satisfactory Academic Progress Appeal for Exceeding Time Frame

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 _____ Student Z Number _____ FAU Email Address _____

Address _____ Telephone _____

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

By signing and submitting this form, you agree to appeal the cancellation of your financial aid eligibility due to attempted credits exceeding the Time Frame policy maximum. For more information, on FAU's Timeframe 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: The **Time Frame** represents the maximum number of attempted credits (combined institutional and transfer) for which a student is eligible to receive financial aid. For each student, the Time Frame maximum is computed individually according to the following formula: *(Program Length minus Transfer Credits) x 150%*.

- Students will NOT be eligible to receive financial aid for credits over the Time Frame maximum.
- NO additional allowances will be made for students who change majors or have excessive transfer credits.

YOU MUST SUBMIT THIS FORM ALONG WITH THE FOLLOWING:

1. A detailed **Student Statement of Circumstances** explaining the circumstances that lead to you being unable to complete the program of study within the maximum timeframe.
   (A typed statement can be attached to this form. See Page 2 for more details.)
2. An unofficial copy of an **updated academic transcript**.
   (Can be accessed online from the "Student Records" tab on MyFAU Self-Service.)

Page 3 of this form must be completed by an academic advisor from a college in your degree to be considered.

Completion by your academic advisor can take 2-4 weeks. Academic advisors will commonly require students to make an appointment 2-4 weeks in advance to meet to complete this form.

Student Name _____ Student Z Number _____

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

Your statement MUST explain the circumstances that lead to you being unable to complete the program of study within the maximum timeframe.

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.

☐ The decision of the SAP Appeals Committee is final.

THIS SECTION IS TO BE COMPLETED BY AN ACADEMIC ADVISOR

Academic Advisor Name	FAU Email Address	FAU Extension

1. First FAU semester student started in the degree level they are currently pursuing (Bachelors, Second Bachelors, Masters):

☐ **Fall** _____ ☐ **Spring** _____ ☐ **Summer** _____

Please note the following:

- ***Undergraduate students who start at FAU as non-degree seeking:*** *This term would NOT be considered their first FAU semester. This includes FAU High School students that earn non degree seeking credit prior to their first semester as a degree seeking student.*
- ***Second bachelor's degree seeking students who earned their first bachelor's degree at FAU:*** *For purposes of this appeal, first FAU semester would be when they started their second bachelor's degree.*
- ***Graduate students who earned their undergraduate degree at FAU:*** *For purposes of this appeal, first FAU semester would be when they started their master's degree.*
- *If a student starts, leaves, and returns to FAU to complete their current degree level, please use the initial term of entry to FAU. The first FAU semester would be the semester the student became degree-seeking.*

2. Degree program student is currently pursuing: _____

Please note the following:

- *If a student is currently pursuing a double major, it can only be included in a timeframe if both majors were declared within the same semester. If one major was declared before the other major, you can only include the first major that was declared.*
- *If a student is pursuing a minor, it can only be included in the timeframe if the student's degree program requires the selection and completion of a minor for gradutation.*

3. Number of credits required to complete current degree program as of First Semester student entered FAU:

_____

Please note the following: *Student may have earned any of the following credits prior to first FAU semester indicated (Non-Degree, Transfer, Exam, Dual or other credits). If any of these credits counts towards their current degree program credit requirements, this will reduce the # of credits required upon first FAU semester.*

Example: Student earns 30 credits prior to FAU

All 30 credits count towards their current degree program that requires a total of 120 credits.

Number of credits required to complete current degree program as of 1st FAU semester would be 90 credits.

4. I certify that this student has _____credits remaining, including what they are currently enrolled in, to complete their current degree program.

Printed Name of Academic Advisor	Signature of Academic Advisor
Title and Department of Academic Advisor	Completion Date

I certify that I have read the FAU SAP policy a nd 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