



2009-10 Satisfactory Academic Progress Appeal

Financial Assistance Services ~ Post Office Box 13489 ~ St. Petersburg, FL 33733-3489
PHONE: 727-791-2485 ~ FAX: 727-791-2495

Student's name: _____

SPC ID#: _____

If you think you have experienced an extenuating circumstance that prevented you from satisfying the requirements of the Standards of Academic Progress (SAP), you may appeal that decision to the Financial Assistance Services (FAS) office. You should review the Standards of Progress (SAP) policy in the FAS section of the college catalog, the FAS Steering to Success Guide, or on the FAS Web site.

SAP is cumulative in nature and takes into account all classes attempted, not just the previous academic year.

Choose one of the following:

- To appeal SAP with regards to **GPA or not completing 67% of the credit hours attempted**, complete this form.
 - A. Attach to this form a **TYPEWRITTEN**, detailed explanation of how extenuating circumstances prevented you from meeting the requirements. You must specifically state for which terms and academic years you experienced this extenuating circumstance, not just the past academic year.
**Such circumstances may include serious illness, documented medical condition, death of an immediate family member, call to active military duty, documented learning disability, documented involuntary change of employment, and other extraordinary situations such as natural disasters.*
 - B. You must make sure that **date specific supporting documentation from a disinterested third party is attached to the appeal form**. Letters from parents and family members are not acceptable; if this is the only information you can provide, you should meet with a FAS Counselor to determine what is acceptable. This documentation will be maintained in your student file. Examples of acceptable documentation include but are not limited to:
 1. A letter from a physician or counselor on letterhead paper (not a prescription form).
 2. Copy of a death certificate, obituary or third party documentation of death.
 3. Accident reports, police reports, court records, etc.**Note:** Do not submit original documentation as part of this appeal; make sure to provide legible copies.
- If your appeal is in response to having **attempted excess hours over 150%, Maximum Time Frame (MTF) of your programs standard hours**, and not having completed the degree, do the following:
 - A. Go to www.spcollege.edu/getfunds. Select the FAS forms link, and then select Forms 2009-10. You will need to submit the SAP Maximum Time Frame (MTF) Appeal and submit the information requested.
 - B. If you are not making progress in other areas, you still will have to submit the attached appeal form with the appropriate typewritten appeal and third party documentation to cover those areas.
 - C. Complete a new appeal each year as long as you are continuing in the same degree/major. **If you have changed your degree program, you no longer will be eligible for financial assistance unless the change of major was beyond your control.**
NOTE: Classes needed for your current degree plan are the only ones eligible for financial assistance, unless you are in your last term before graduation.

All appeals are reviewed by the home Campus Appeals Committee, consisting of the FAS Assistant Director and two counselors. The appeal will be done as expeditiously as possible, but within approximately 15 business days. The results will be mailed.

If you do not accept the decision of the Campus Appeals Committee, you can request a further appeal be brought before the Collegewide Standards of Progress Committee. This second appeal must be a typewritten request with additional information provided along with a copy of the original SAP Appeal form as an attachment. The committee will act within 15 business days after all materials have been received at the Financial Assistance Services Director's Office.

Check here if you are appealing a previous SAP denial for 2009-10. You must attach additional documentation.

I am requesting a waiver for not meeting the Standards of Satisfactory Academic Progress because of the extenuating circumstances outlined on the attached detailed, **typewritten** explanation that I have signed. I also have attached appropriate third-party documentation to support my explanation of circumstances.

Student's signature: _____ Date: _____

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