



Financial Aid Office

Satisfactory Academic Progress Appeal Form

Name: _____ UWF ID: _____

Email: _____

In reviewing appeals, we evaluate your entire academic history, not just the most recent semester or year. You should review your transcript to identify and address all semesters of poor academic performance (i.e., withdrawals, dropped courses and poor grades) and provide as much documentation of extenuating circumstances as possible.

The reason(s) I am not meeting Satisfactory Academic Progress is (are):

- Illness or injury of student or immediate family member**
Disaster (e.g., fire, flood, etc)
Death in immediate family**
Family emergency
Other* (specify)

*The following are not considered an extenuating circumstance:
Employment/ working excessive hours
Change of major -- conflict with professor -- hard classes

**Immediate family (parent, grandparent, sibling, spouse, or children).

Along with this form, you must:

- a. Attach supporting documentation (i.e., physician statements, court documents, etc.) for each above checked extenuating circumstance. Appeals submitted without supporting documentation will be denied. All documents submitted will remain confidential. If you have appealed to the Registrar's office or are registered with the Office of Disability Services (ODS), you are still required to submit relevant documentation to Financial Aid Office.
b. Include in your statement why those circumstances are no longer a negative influence on your studies. If you have been in treatment for a significant period of time, outline any recent changes that will have a positive impact on your academic performance.

