

(SAPPGP) Satisfactory Academic Progress
Petition - GPA & Pace

2024-2025

University of South Florida
Office of Financial Aid • 4202 East Fowler Avenue, SVC 1102 • Tampa, Florida 33620-6960

Student's Name: _____

USF ID: U _____ Date of Birth: _____ / _____ / _____
Month Day Year

IMPORTANT: Satisfactory Academic Progress (SAP) eligibility is not reinstated for a semester that has ended. Petitions are reviewed in the date order received within 10 business days, but may take longer between semesters and at the beginning of a semester when volume is heavier. You will be sent written notice of the decision.

Instructions:

Attach all required information listed below, and submit it at the same time. Personal statements must be typed. The petition must not exceed 20 pages. Do not use a highlighter. Do not include pictures, X-rays, or other visual documents.

Incomplete petitions will be denied.

Petition Requirements:

Your Personal Statements (cannot be provided by someone else and **must be typed**):

- 1. Personal Statement of Extenuating Circumstances** - Provide concise, factual statements that describe extenuating circumstances, such as personal injury or illness, family emergency, death of a close relative (e.g. parent, sibling or grandparent), or other exceptional circumstances that occurred during specific individual semesters/terms of enrollment in which you did not successfully pass all classes. If you continually enrolled with an ongoing medical condition or personal circumstance, explain why you did not reduce your course load or stop attending to adjust to any personal limitations. Your petition needs to address your entire academic history.
- 2. Personal Statement of what has changed** - Explain what has changed in your situation, and the steps you have taken to ensure that you will successfully complete all current and future classes.
- 3. Supporting Documentation** - Attach date specific documentation (**no pictures**) for both 1 and 2 above that clearly documents each extenuating circumstance, and that documents changes and steps you have taken to ensure successful completion of all classes. Do not provide originals, or your only copy, as all information is imaged and the paper copy destroyed.

Examples of acceptable documentation include:

- A signed, dated statement on professional letterhead from a doctor or other licensed professional that confirms medical, legal, or other circumstances described in your personal statements, and whether these are now resolved.
- A copy of a police report or court document that includes a date, and information specific to what happened.
- A copy of a death certificate or funeral announcement that includes the date of death.

OFA Use Only:

Date Stamp

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