

Instructions for Completing the [Academic Progress Petition](#) (Financial Aid Petition) Form

1) Look at Section II, Item #2 to determine the reason the student is petitioning. The reason(s) checked here will determine which part of Section III you need to complete.

Reason(s) for Petition	Section III
<2.0 GPA	Complete first part
<75% of courses successfully completed	Complete first part
Exceeds maximum credit hours for degree	Complete second part
Reason 1 & 3 or 2 & 3	Complete second part

2) The next step is to complete Section III, which requires you to create an academic plan. Plans should be tailored to the reason(s) for the petition (see table above). Because of the variability of students' goals and UF course offerings, **academic plans should be limited to TWO semesters only.** When you're creating plans, keep the following in mind:

- According to federal regulations, approved minor and dual degree courses are classified as eligible for financial aid funding and can therefore be considered as required for degree completion.
- **Advisors are NOT required to calculate the 75% completion rate;** instead, they should focus on formulating a reasonable schedule that maximizes students' chances for success.
- As long as a student is making adequate progress toward the reason they are petitioning for, they will not lose their financial aid. You will find that some students are not able to meet AP guidelines within two semesters. SFA understands that, but needs advisors' professional judgment to determine the courses and grades that will allow the student to either meet, or *move in the direction of meeting*, the required academic progress standards. You may be asked to provide an addendum to the academic plan if the student cannot meet academic progress standards in two semesters.

One Semester Plan

In the appropriate part of Section III, list the courses the student is currently enrolled in (or needs to be enrolled in) and whether they are required for the degree. This will serve as the academic plan. Just make sure the courses you list address the reason(s) for the petition (see table above).

Next, complete the academic advising comment section. If the courses the student is taking this semester constitute the academic plan, make an appropriate comment (see table below).

Reason(s) for Petition	Comment
<2.0 GPA	Cite the specific grades and credit hours needed to attain the required 2.0 UF GPA (or to at least make adequate progress toward this) + address why he has <2.0 UF GPA. For example, "Student needs 3 Bs and 1 C in these 4 courses. He has <2.0 GPA because he took too many credits/didn't apply himself last semester. I have provided him with a balanced schedule/tutoring resources."
<75% of courses successfully completed	State that "If the student successfully completes these courses he will make adequate progress toward his degree. He is petitioning because of excessive drops/ withdrawals/medical/ personal issues."
Exceeds maximum credit hours for degree	State that "Successful completion of these courses will allow him to finish his degree (or to make adequate progress toward that). He is petitioning because he a) was admitted as a transfer/post-bac, b) changed his major, c) has repeat course work, or d) is completing a minor or second degree."

Two Semester Plan

If more than one semester is required to get the student back on track, you should create an academic plan using [this form](#) or your own departmental form. If the plan changes later on, students will come to you and ask you to complete a [plan of work addendum](#) which you will email to ap-petition-docs@sfa.ufl.edu. When completing the comment section for a student who needs a two semester plan, write "see attached" AND also make appropriate comments (see table above).

3) Sign, date, make SASS comments, attach the academic plan (if the student has a two semester plan), and forward the petition to S-107 Criser Hall or return to the student for submission.