There are three required items for this form. All required documentation must be attached to this form or it will not be accepted.

1. **A signed and dated statement** from the student addressing all terms you experienced academic problems including withdraw grades. Include in the statement the following:
   a. Provide a detailed explanation of the factors that were beyond your control which contributed to your lack of academic progress,
   b. What has changed in your circumstances in order for you to be successful,
   c. What steps are you taking to prevent future unsatisfactory academic progress,
   d. What you will need to accomplish in order to meet the standards of Satisfactory Academic Progress.

2. **Supporting documentation** of your special or mitigating circumstances. Examples of proof that can be provided to demonstrate your circumstances can be copies of medical bills; letter from your doctor, counselor, minister; police reports, etc.

3. **A current degree audit** from Hillsborough Community College.
   a. Log on to Webadvisor
b. Select Students  
c. Select Progress Towards Degree Req  
d. Choose your program and select submit  

CERTIFICATION STATEMENT: I certify the information submitted is true and correct to the best of my knowledge. I understand the appeals are processed on a case-by case basis in the order they are received. If approved, I will be expected to make academic progress in all future semesters. I have read the Hillsborough Community College Satisfactory Academic Progress (SAP) Policy available on our web site at http://www.hccfl.edu/ssem/financialaid/sap.aspx. I understand the completion of this application does not constitute an approval of my appeal and I will be notified of the final decision through my HawkMail account within 7-10 business days.

______________________________________________  __________________________
Student Signature                                Date