Florida statutes provide a petition process if you do not meet the minimum grade point average and/or earned credit hour requirements for your Florida Scholarship Program(s). A petition may be filed if you had a documented medical or other emergency that prohibited you from meeting the renewal requirements. The petition documentation must present a clear connection between extenuating circumstances and your academic performance.

Academic Year:
- 2010-2011
- 2011-2012
- 2012-2013
- 2013-2014
- 2014-2015
- 2015-2016
- 2016-2017

Term(s):
- Fall
- Spring

Instructions:
1. Provide a concise, typewritten statement, in your own words, that provides a factual summary of extenuating circumstances for each semester which prevented you from meeting your scholarship requirements (state the semester and year; for example, fall 2016).
   - What happened during that semester?
   - When did it happen (date specific by month and year)?
   - How did it affect your academic performance that term?
   - If you attended multiple terms with an ongoing or unresolved extenuating circumstance, briefly explain why you continued to enroll without adjusting your course load or sitting out a term.
   - Explain what has now changed, or the steps you have taken, that should now result in you earning all credits attempted for future semesters.

2. Attach written/printed documentation for each circumstance and semester. We do not make telephone calls for documentation. Documentation must be legible and attached to the petition.
   - A signed statement from a medical professional stating the circumstances and the dates that you were unable to attend classes.
   - A signed statement from a medical or mental health professional, or a professional counselor indicating the impact of an illness/emergency on your academic performance for a specific time period.
   - A signed statement from a parent or other relative describing a family emergency that required your attention and the dates this occurred. (This must be accompanied by other separate and official documentation.)
   - An official report of an occurrence beyond your control such as a police report, divorce documents, or an insurance damage report.

3. Submit all parts of your petition together; petitions that have incomplete or unclear information, or that are missing documentation, will not be approved.

The Review Process:
Petitions are normally reviewed within 20 working days of the date the petition is imaged and posted as a “satisfied requirement” in OASIS. You can check the status of your petition in OASIS at www.usf.edu/oasis.

I have read and understand the petition process and the instructions stated above. My attached petition provides all required information. By signing this form, I certify that all the information reported to qualify for federal, state and/or institutional student aid is complete and correct.

WARNING: If you purposely give false or misleading information on this form, you may be fined, sentenced to jail, or both.

Signature: ___________________________________________ Date: __________________________

☐ OASIS contact information is up-to-date.

☐ No longer a USF Student. - Complete information below:

Current Phone Number: (___________) __________ - ____________ Email Address: _____________________________

Address: ____________________________________________________________________________________________________