Satisfactory Academic Progress Petition - GPA & Pace

Student's Name: ____________________________________________________________________________________________________

USF ID: U ____  ____  ____  ____  ____  ____  ____  ____ Date of Birth: ____  ____  /  ____  ____  /  ____  ____  ____  ____

Month Day Year

IMPORTANT: This form must be completed (including any attachments) and submitted to USFAS immediately, but no later than:


Petitions are reviewed in the order received within 10 business days. Petitions received at the start of the semester when volume is heavier may take longer. We will notify you of the results of your petition. If your petition is approved in a probation status, all classes must be taken at USF for you to comply with the requirements of probation status.

Instructions:
Attach all required information listed below to this coversheet, and submit it at the same time. Incomplete petitions will be denied.

Petition Requirements:

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

1. **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.

2. **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.

Supporting Documentation:

3. Attach documentation that is date specific and that clearly supports each extenuating circumstance described in your personal statement(s). 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 professional that confirms medical, legal, or other circumstances described in your personal statements, and that state 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.

USFAS Use Only:

Comments & Review Date  USFAS Date Stamp