

Florida Polytechnic University

Scholarship Credit Requirement Exception Form

Per official University policies, students are required to be enrolled Full Time in both the Fall and Spring semesters (Undergraduate 12+ credit hours; Graduate 9+ credit hours). Students who began in 14-15 or 15-16 are also required to attempt 30 credit hours in the Financial Aid Year. Students unable to meet these minimum eligibility requirements may lose their Florida Poly Scholarship.

Exceptions can be made for students that are less than Full Time under the following conditions:

- Student was unable to go Full Time due to the lack of courses available from the University.
- Student was granted a reduced course load by the University's Counseling and Disability Services.
- Student is unable to meet Full Time due to military orders such as deployment, training, or relocation.
- Upon the student's request, the Provost or designee has the discretion to waive the minimum credit hour requirement per semester or Financial Aid Year.

It is the responsibility of the student to complete all necessary information, and gather all required signatures for this form. If you are requesting a Provost Waiver you must submit a statement along with this form explaining why you were unable to meet the full time enrollment, and/or 30 credit requirement, as well what you plan to do to avoid this issue in the future. Once complete, the student must submit this form and all documents to the Office of Financial Aid. Incomplete forms that are submitted will not be processed.

Student Information

Last Name: _____ First Name: _____ Middle Initial: _____

Student ID: _____

Phone: _____ E-Mail: _____

College/Major _____

Undergraduate _____

or

Graduate _____

Current Semester (i.e. Fall 2015): _____

Brief Reason for Not Meeting Full Time Enrollment/30 Credit Requirement _____
(Please Attach Written Statement to this Form)

Total Credits Enrolled in Current Semester: _____

Student Signature: _____ Date: _____

University Designee Only

Reason for scholarship policy exception:

- No Courses Available _____
- Granted Reduced Course Load Through Disability Services _____
- Military Orders _____
- Provost Approved Waiver _____

Approved _____ Denied _____

Academic Advisor Name: _____

Academic Advisor Signature: _____ Date: _____

Vice Provost or Designee Name: _____

Vice Provost or Designee
Signature: _____ Date: _____