

## Satisfactory Academic Progress Appeal Instructions

Students who do not meet Satisfactory Academic Progress (SAP) standards are not eligible to receive financial aid. SAP is defined as maintaining a cumulative 2.0 GPA and completing 67% of attempted coursework. To appeal your SAP status, you must submit an appeal statement along with any required documentation detailing your extenuating circumstances that contributed to you not meeting SAP standards. In addition, you should indicate changes you have made to achieve the SAP standards in future semesters. We do encourage you to work with your academic advisor to create a comprehensive plan that will help you succeed academically.

You can submit your completed appeal form and the required documentation to [rollins.edu/financial-aid/upload](http://rollins.edu/financial-aid/upload). You will receive a notification at your Rollins email account from our office regarding the SAP appeal decision within 10-15 business days. Regularly monitor your Rollins email and Foxlink account for additional information. Submitting an appeal does not guarantee approval to reinstate your eligibility for financial aid.

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### Complete the following steps:

- Provide a typed statement.
  - Explain the extenuating circumstances that contributed to your unsatisfactory academic progress during all periods of enrollment regardless of your receipt of financial aid for those terms.
  - Describe how your situation has changed in order to meet the standards.
  
- Provide supporting documentation based on your situation. You are encouraged to provide whatever documentation you feel will best support or prove your circumstances and are not limited to the examples below.
  - Medical Condition – a physician’s or health care provider’s statement confirming your medical condition and that (s)he medically supports your decision to continue your enrollment.
  - Death of a Family Member – a copy of the death certificate or obituary.
  - Divorce/Separation – court documents.
  - Military Service – official military orders.
  
- Complete an Academic Plan with your advisor, located on page two.

Submit all items to the Financial Aid Office. Please submit your appeal as soon as possible after receiving your notification. Appeals received one month prior to the beginning of classes will receive a response before classes begin. Appeals received after this time may be limited and may result in tuition charges not covered by financial aid.

