

**WINTHROP UNIVERSITY
OFFICE OF FINANCIAL AID**

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

Student Name _____ **Winthrop ID Number** _____

I plan to enroll in (check one): Fall 2025 Spring 2026 Summer 2026

Students who are not meeting SAP are ineligible to receive student financial aid. However, if documented extenuating circumstances contributed to your academic performance, you may request reconsideration by filing an appeal. Students are limited to a maximum of **three** approved appeals during their program of study. Winthrop University's SAP Standards may be accessed online at <https://www.winthrop.edu/finaid/satisfactory-academic-progress.aspx/>. **Please allow 2-4 weeks for appeals to be reviewed** by the Office of Financial Aid.

To allow enough time for review it is recommended you submit completed appeals by:

July 1st for Fall semester ◇ February 3rd for Spring semester ◇ June 3rd for Summer semester

Choose One: Check one of the following and provide required documentation.

- Extenuating Circumstances:** I have experienced circumstances that affected my academic performance. **Your appeal must include:**
 1. **Statement** - A typed statement explaining your extenuating circumstance. Your explanation must include: 1) how the circumstance affected your academic performance during each semester you failed to meet SAP, and 2) how your circumstance has been resolved.
 2. **Documentation** to support your extenuating circumstance(s) as described in your statement.
 3. **Academic Action Plan – A document outlining the requirements a student must meet each term to be making progress.**
 - Undergraduate students must submit an Academic Action Plan created by the Academic Success Center (ASC). Request an AAP appointment - <https://www.winthrop.edu/asc/academic-action-plan-request-form.aspx>
 - Graduate students must submit a *Graduate Academic Action Plan* created by an appropriate faculty member or graduate advisor. Sample form you can use - <https://www.winthrop.edu/uploadedFiles/finaid/grad-sap-aap.pdf>.

- Maximum Time-Frame:** I have attempted at least 180 credit hours and must complete additional courses to receive my degree. Your appeal must include:
 1. **Statement** - A typed statement explaining the circumstances that have led you to needing additional courses to receive your degree.
 2. **Outline** - Provide an outline, signed by your academic advisor, detailing the remaining courses needed to complete your degree and your anticipated date of graduation. If your appeal is approved, you may not receive financial aid for courses other than those listed in your outline.

- Meeting Progress:** I am now meeting Winthrop University's SAP Standards (completed at least 66.67% of my attempted credits and have at least a 2.0 cumulative Winthrop GPA). I would like to request a reevaluation of my academic progress.

Certification

By signing this form I certify that the information I have provided is accurate and complete. I understand that the submission of this form does not guarantee approval and reinstatement financial aid. I understand incomplete appeals cannot be considered. I understand if my appeal is approved, I will be expected to meet the requirements listed on my academic action plan. I understand that I am responsible for making payment arrangements for charges I owe the University regardless of the outcome of my appeal.

Student's Signature _____ **Date** _____