SAP Appeal Process

Students who have been placed on Financial Aid Suspension due to failure to progress toward academic degree completion have a right to appeal to have their financial aid reinstated. The appeal process is as follows:

• Students must complete the Satisfactory Academic Progress (SAP) Financial Aid Appeal Form found on the Georgia Southern University Financial Aid website under the Policies tab. **Deadlines to appeal for each semester are listed on the appeal form (5th day of each semester).**

• The completed SAP Appeal Form along with all appropriate documentation must be submitted to the Office of Financial Aid as early as possible for review. The documentation submitted must include:

  a. A statement explaining the circumstance(s) which prevented the student from making satisfactory academic progress (e.g., serious injury, illness, or mental health condition of student or immediate family member; birth or adoption of a child; death of an immediate family member; divorce/separation; military service; personal difficulties; academic difficulties; or other circumstances related to exceeding maximum timeframe).

  b. Documentation that supports the student’s statement (e.g., physician’s statement, birth or death certificate, divorce decree, military papers, letter of support from someone aware of the student’s academic difficulties).

  c. Information about what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

  d. Confirmation that the student has met with the academic advisor to create a plan to succeed.

• Students completing the SAP appeal process are required to pay current term fees by the fee payment deadline. Questions regarding student fee payments should be directed to the Office of Student Accounts at (912) 478-0999.

• Notification of the appeal decision will be sent by mail to the address on file and/or by email to the student’s Georgia Southern email.