Rowan College
SOUTH JERSEY

Name: _____ Student ID: _____ Term: _____

What is Satisfactory Academic Progress (S.A.P)?

Both the U.S. Department of Education (federal) and Higher Education Student Assistance Authority (state) require students to maintain satisfactory academic progress (SAP) as an eligibility requirement. SAP applies to all federal/state financial aid programs, including grants and loans.

Eligibility requirements are contingent on students meeting the minimum Qualitative (GPA) and Quantitative (pace) standards within a Maximum Timeframe (150 %). This means students must maintain a 2.0 GPA and complete a minimum of 67 percent of all credits they attempt to make academic progress. *Note* your entire transcript history, from your very first semester at RCSJ, is considered in the SAP calculation.

Students who apply for, and are granted, academic amnesty by the Office of Student Development will not be granted the same amnesty by the Office of Financial Aid. The reason for this is, the Office of Financial Aid must follow the SAP standards set forth by the U.S. Department of Education. The academic amnesty policy established by the Office of Student Development is an internal policy of the College.

For a detailed version of the College's SAP policy, visit *RCSJ.edu/cc/FinancialAid*, select "Policies and Procedures".

Instructions for Appeal Process

The Office of Financial Aid will review only one appeal per student, per circumstance. *Students submitting a SAP appeal must include all of the following.*

- ☐ Submit a detailed, typed letter outlining the reasons for your appeal; verbal appeals will not be accepted.
- ☐ Explain how your circumstances have been resolved.
- ☐ Explain all negative grades on your transcript (Fs, FAs Is, Ws, NAs, Xs, Rs, RAs) from your first semester to present. Attach all relevant, supporting documentation for each reason stated in your appeal.

    Examples: doctors' notes, hospital discharge papers, police reports, court documents, birth/death certificates, pay stubs, work schedules, professional development certificates, etc. (Note this is not a complete list. You may attach any supporting documentation you deem appropriate.)

- ☐ I acknowledge appeals without supporting documentation will be denied.
- ☐ If the reason is due to COVID 19, your typed letter must explain how you were affected.

What Happens After Your Appeal

- Students will be informed of the appeal decision by email. The RCSJ student email address will be used. Results of appeals will not be given or discussed over the phone for privacy reasons.
- Appeals may take more than **30 days** to review and during such time the committee may request additional information.
- *Approved appeals* will require you to complete the SAP Plan form (obtained in the Office of Financial Aid) each semester. This process will continue until you make SAP on your own.
- *Denied appeals* will require you to use your own resources, should you choose to enroll at RCSJ. This may include utilizing the in-house payment plan (offered by the Business Office) or applying for an alternative loan program (applying directly through the lender, not the College, for private loans).
- Students that choose to enroll while they are not making academic progress, waiting for the outcome of an appeal or have an appeal denied are responsible for all charges on their account.
- Students who submit a SAP Appeal after the first day of the semester, and are approved, will regain financial aid eligibility for the subsequent semester.
- The student will be held accountable for those charges if the courses are not dropped prior to the established refund deadlines listed on the RCSJ website. Visit the *RCSJ.edu/cc/FinancialAid* for more information.

By signing below I acknowledge that I have read and understand the information provided on this form. I also confirm the information provided is true and accurate.

Student Signature: _____ **Date:** _____