

Columbia College Institutional Aid Appeal Process

If You Lose Eligibility

If your GPA drops, you fall below full-time enrollment, or you don't meet other scholarship requirements, your award could be cancelled.

We know setbacks happen, and we want to help you get back on track. If you're struggling, contact the Office of Financial Aid or the Student Success Center as soon as possible. Together, we'll explore resources and support options before your scholarship is impacted.

Students who are at risk of losing eligibility due to GPA or SAP issues will be proactively connected to the Student Success Center for outreach and academic support.

What "Satisfactory Academic Progress" (SAP) Means

To keep your financial aid and scholarships, you must meet all parts of Satisfactory Academic Progress (SAP):

1. Maintain a cumulative GPA of at least 2.0.
2. Successfully complete at least 67% of the classes you attempt.
3. Finish your degree within 150% of the normal program length.

You can review the full SAP policy anytime on the Columbia College Financial Aid website.

Institutional Scholarship Appeals

What You Need to Know

If your institutional scholarship is canceled, it usually means a requirement was not met. This does not automatically mean the decision is final. You may be eligible to submit an appeal.

Each student is allowed **one institutional scholarship appeal**. Additional appeals will not be accepted.

When You Will Be Notified

If your scholarship is canceled, you will receive an email within 10 days after final spring grades are posted.



The email will explain why your scholarship was canceled and outline how to submit an appeal.

Appeal Deadline

Your appeal must be complete and submitted by the 3rd Friday of the semester.

Appeals submitted after the deadline or missing required information may not be reviewed.

When an Appeal Can Be Considered

Appeals are reviewed only for low GPA concerns and must be connected to a serious, documented circumstance.

An appeal may be considered if you experienced:

- A serious physical or mental health condition
- A documented traumatic event beyond your control
- The death or serious illness of an immediate family member
- A documented call to active military duty

Supporting documentation is required when applicable.

Appeals That Cannot Be Approved

Appeals will not be considered for situations such as:

- Difficulty adjusting to college
- Challenges with specific courses or instructors
- Roommate or housing concerns
- Personal or family relationship issues
- Employment or work schedule conflicts
- Changing majors or institutions

Failure to request a leave of absence when enrollment was not possible

What Makes an Appeal Complete

Your [Financial Aid Appeal Form](#) must clearly address **all four** of the following:



1. What happened
2. What has changed
3. Your plan moving forward
4. Supporting documentation, when applicable

Appeals missing required components may not be reviewed.

Submit Appeals Form and Supporting Documents to:

Columbia College
Office of Financial Aid
Attn: Satisfactory Academic Progress
1301 Columbia College Drive Columbia, SC 29203
Email To: fa@columbiacollegesc.edu

What Happens After You Submit Your Appeal

The Office of Financial Aid will review your appeal to confirm it is complete and meets eligibility requirements. You will receive confirmation once your appeal has been fully received.

A decision is typically made within 48–72 hours, and you will be notified by email.

Possible Outcomes

- **Appeal approved:** Your scholarship is reinstated for the academic year
- **Appeal denied:** Your scholarship remains canceled and cannot be reinstated
- **Appeal not accepted for review:** The appeal did not meet eligibility or submission requirements

All decisions made by the Office of Financial Aid are final.

Important Reminder

If you are also required to submit a SAP appeal, you may use the same appeal statement and documentation for both processes.