

Writing a successful SAP appeal

What happened – What has changed

Your satisfactory academic progress (SAP) appeal explanation must include the following:

Explain what happened

Why were you unable to maintain satisfactory progress?

- What the problem was
- When the problem occurred
- How long the problem lasted
- How this affected your ability to complete your coursework.

Explain what has changed

What corrective measures have you taken or will you take to achieve and maintain satisfactory academic progress?

What are you doing to prevent this from impacting your satisfactory academic progress?

Tips for writing your appeal explanation statement:

Admit the problem

Take a hard look at your situation to determine what has kept you from making satisfactory academic progress. Perhaps you need help with time management or study skills. Admit the problem and explain how you plan to get help.

Note: Lack of awareness of withdrawal policies, requirements for satisfactory academic progress or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.

Attach any relevant supporting documentation

This may include a doctor's statement, copy of hospital/urgent care/physician's bill, obituary, funeral notice or death certificate. You can also include third party confirmation of your situation as it relates to your appeal, such as counselor, pastor or other person familiar with your circumstance.

Valid reasons for a SAP appeal:

- Medical emergencies
- Severe health issues
- Severe personal or family problems
- Financial or personal catastrophe
- Return for a second degree or certificate