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.

Valid reasons for an SAP appeal:
- medical emergencies
- severe health issues
- severe personal or family problems
- financial or personal catastrophe
- return for a second degree or certificate
### Sample Letters

**Important Reminder:**

These are merely sample letters. Your letter should be specific to your situation and should explain why you did not meet SAP requirements. The documentation you submit will be based on and should support your reasoning.

<table>
<thead>
<tr>
<th>Student is ineligible due to percentage completion and/or grade point average (GPA)</th>
<th>Student is ineligible due to having completed more than 150% of the timeframe required for degree completion</th>
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| **Statement**  
I wish to appeal my federal aid ineligibility as a result of failing to meet SAP requirements during Academic Year 2015-2016. | **Statement**  
I wish to appeal my federal aid ineligibility as a result of failing to meet SAP requirements after the Spring semester. |
| **What Happened**  
I was involved in an automobile accident on March 11. I was hospitalized and on bed rest for two weeks broken leg. After release, I needed to have physical therapy every day for six weeks. Because of these factors, I was unable to complete the semester and therefore, did not meet SAP requirements. | **What Happened**  
I did not complete my program within the 150% timeframe required to complete my degree because I changed my major in the middle of my Sophomore year. |
| **What has changed**  
My leg has healed. I feel confident that I am able to continue my coursework and improve my academic progress. I intend to register and repeat the coursework in the classes that I failed. I also set up times with the tutoring center. |  |
| **Documentation**  
I have enclosed the following documentation:  
1. A statement from my physician showing that I was under his care during the above time frame, and why. The statement also shows that my doctor released me to return to school on May 11.  
2. A copy of my hospital bill showing the dates of my stay.  
3. A statement from my physical therapist indicating my therapy schedule.  
5. Proof of my completion of the “Exit Counseling Session”.  
6. SAP Appeal Application  
7. |  
|  |
|  | **Sincerely,**  
Adam Appeal |