A SAP appeal serves as a lifeline for students facing adverse circumstances that impede their ability to maintain satisfactory academic progress (SAP). Common circumstances that typically justify such appeals are:

Serious Health Issues: Student grappling with significant health challenges that hinder their coursework completion may qualify for a SAP appeal. This includes personal health issues or those affecting immediate family members.

Family Emergencies warrant a SAP appeal.

Mental Health Struggles: Students contending with mental health issues that substantially impact their academic performance may be eligible for a SAP appeal.

The primary objective of your SAP appeal letter is to persuade the review committee that your academic setbacks were attributable to extenuating circumstances.

**Explain your Situation** 

Provide a detailed account of your circumstances, highlighting how they adversely affected your academic performance. Clearly explain how your situation aligns with the grounds for a SAP appeal, and how your circumstances were affected during the time you were attending school.

Outline your Corrective Action Plan

proactive measures you undertook

during the semester, such as seeking support from instructors or accessing relevant resources. Reflect on the lessons learned from your experience and illustrate your commitment to personal and academic growth.

Present a concrete plan outlining how you intend to overcome the obstacles and enhance your academic performance moving forward. Emphasize your readiness to implement strategies to prevent a recurrence of similar challenges. Even if you cannot entirely mitigate the extenuating circumstances, demonstrate your ability to navigate them more effectively while maintaining academic progress.

By articulating your circumstances, demonstrating growth, and outlining a proactive plan, you can bolster the effectiveness of your SAP appeal letter and increase your chances of securing the reinstatement of financial aid.

nclude it alongside your

Medical Documentation: Notes or reports from healthcare professionals, such as doctors or psychologists, can substantiate health-related challenges affecting your academic performance and can provide confirmation of the dates your circumstances occurred.

Legal Documents: Police reports or legal notices, such as eviction notices or accident reports can provide concrete evidence of extenuating circumstances.

Academic Support: If you sought assistance from professors or academic advisors during the semester, including notes or emails documenting these interactions can strengthen your appeal.

These examples are not extenuating circumstances and not acceptable circumstances for appeals:

Your need for financial aid Lack of knowledge of SAP standards You did not know what classes to register for You were too young/immature or not focused on your education You did not like the instructor
You did not know what major to choose
You stopped attending classes
You have already used the circumstance
previously and cannot provide any new
information

and how to approach the work. I have started seeing a psychiatrist and I am on medication to control my anxiety as well as learning every day coping tools. As you will see, my grades for the last enrollment period have improved over those in my past enrollment periods, and I am confident I am able to handle the rigors of school life again.

Third Paragraph: Tell us about your supporting documentation

## Example:

Verification of appointment times at CAPS, Disability Services, Advisor, Student Support Center, psychologist, etc. Letter from psychiatrist confirming care and dates.

schedule is not arranged around grandmother's appointments and care. I can continue to help with her care when I am able, but my first priority is attending classes and completing homework so I can complete my classes and graduate from my program.

Third Paragraph