



Satisfactory Academic Progress Appeal Form

This form is used to request an appeal Per Policy 307-8 Satisfactory Academic Progress. Students that have been academically dismissed for not meeting SAP standards may file an appeal within 30 days of notification of their dismissal. SAP appeals must include strong, relevant documentation that aligns with the timeline of events and clearly identified, well-documented mitigating circumstances to be reviewed by the SAP Appeals Committee. Appeals lacking these elements will be considered incomplete and denied.

Student Information

Last, First M. Name

Address	City, State ZIP
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Email Address	Telephone Number
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Program	Student ID
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Written Letter

Students must provide a formal letter addressing the following items:

- Explanation why you were not successful during your previous semesters (warning period). Include any mitigating circumstances that affected your studies only during the semesters which lead to your dismissal.
- What has changed? Has your situation improved? Please explain how.
- Provide an action plan that you, as a student, will take to improve your performance if allowed to be readmitted.

Supporting Documentation

All students must include supporting documentation of the mitigating circumstances that led to their dismissal. A mitigating circumstance is a situation which is beyond a student's control which prevents you from being successful.

Please note the list below is not a complete list of possible mitigating circumstances. Supporting documentation submitted in a SAP appeal is protected by FERPA regulations.



Mitigating Circumstances: Mitigating circumstances may include (but are not limited to), the death of a relative, an injury or illness of the student, or care for immediate family members.

Mitigating Circumstance	Supporting Documentation:
Student's Injury or Illness	<ul style="list-style-type: none">• Medical Bill(s),• Medical Record(s)• Doctor's Note(s) or written letter from doctor on letterhead with contact information• Other third-party proof of debilitating injury or illness
Death of a Relative	<ul style="list-style-type: none">• Death certificate• Obituary• Other third-party proof of relative's passing
Caring for a sick or injured individual (family or non-family)	<ul style="list-style-type: none">• Medical Bill(s)• Medical Record(s)• Doctor's Note(s) or written letter from doctor on letterhead with contact information• Other Third-party proof of debilitating injury or illness• Signed statement of the person being cared for, along with another form of documentation mentioned above• Documentation of FMLA
New Child / Major Change in Family Situation	<ul style="list-style-type: none">• Birth certificate• Adoption papers• Court-ordered documentation

Submission

A complete appeal must be submitted to be considered by the SAP Appeals Committee.

Students may scan all forms and email to studentservices@usuniversity.edu. Please make sure to use only black or blue ink pen. Typed signatures will not be accepted.

Student Signature

Date