



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. A complete appeal must be submitted to be considered. In order for the appeal to be considered, a student must have a mitigating circumstance which led to the dismissal.

Student Information

Last, First M. Name	
Address	City, State ZIP
Email Address	Telephone Number
Program	Student ID

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. Appeals which are submitted without supporting documentation will not be accepted.

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

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