

There may be extenuating circumstances impacting your ability to meet SAP requirements during the enrollment period. These circumstances include personal injury or illness; death of an immediate family member; or other documented circumstances that were unexpected in nature and beyond during the enrollment period. In these cases, cumulative grade point average or its equivalent, or the completion rate, may decline, resulting in not meeting the qualitative and/or quantitative standards set by the school.

If this occurs and you wish to appeal the decision, you may submit a written appeal to the Office of XXXXXX. Written appeals should include a full explanation of why you failed to meet SAP, documentation verifying the circumstances that led to your inability to meet SAP, and what has changed that will allow you to meet the requirements in the future, including an Academic Plan as approved by your Academic Advisor.

**STEP 1 – STUDENT INFORMATION**

<i>Last Name</i>	<i>First Name</i>	<i>Student ID Number</i>
<i>Permanent Address</i>	<i>Street &amp; Number</i>	<i>City/State/Zip</i>
<i>Local Phone Number (Include Area Code)</i>	<i>Permanent Phone Number (Include Area Code)</i>	<i>Email Address</i>

**STEP 2 – REASON(S) FOR NOT MAKING GOOD ACADEMIC STANDING**

Complete this section outlining the extraordinary and extenuating circumstances that affected your good academic standing; how these circumstances were resolved; and finally, the plan of action to maintain future requirements for Satisfactory Academic Progress.

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**NOTE: If you need additional space, please use a separate sheet of paper and attach that sheet to this form.**

**STEP 3 – SUPPORTING DOCUMENTATION**

- I have attached documentation from a Third Party in support of my explanation(s) above (*i.e. Military orders, medical records/bills, accident reports, etc.*)
- I do not have documentation from a Third Party in support of my explanation provided above.

**STEP 4 – CERTIFICATION**

**By signing this worksheet, I certify all the information reported is complete and correct. I also understand that my Financial Aid Office may request additional information as it relates to my request if needed:**

<i>Student Signature</i>	<i>Date</i>	<i>Student Name (Please Print)</i>	<i>Student ID Number</i>
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