



**2020-2021 SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM**  
(Summer Term 2020 – Spring Term 2021)

Student Last Name	Student First Name
Student ID#	Date of Birth

**SELECT THE REASON FOR APPEAL:**

- DISQUALIFIED:** I had unforeseen, extenuating circumstances that affected my ability to meet minimum requirements.

THE FOLLOWING DOCUMENTATION MUST ACCOMPANY THIS APPEAL:

- A typed and signed statement explaining why minimum requirements were not met (minimum 2.0 cumulative GPA and/or 67% pace).
- Proof of your unforeseen, extenuating circumstance (e.g. death certificate/obituary, medical records/doctor's note, police report, letter from a counselor, etc.).
- See an Academic Advisor to complete a three-term Academic Plan. Attach the Academic Plan to this appeal.

- LATE GRADE:** My late grade is now posted on myClackamas. I have at least a 2.0 cumulative GPA and 67% pace (attach a copy of your grades).
- REINSTATEMENT:** Using my own financial resources I passed sufficient credits to bring my GPA and pace to the federal minimum standards.

By clicking this box and submitting this form, I knowlege that I have followed all the steps on this form and the information provided is correct to the best of my knowledge. I understand that I cannot receive federal financial aid unless my Appeal is approved. I am personally responsible for all fees and tuition incurred. I am aware that incomplete Appeals will be denied.

**Office of Financial Aid and Scholarships Use Only**

**Appeal APPROVED**

- Placed on **PROBATION**
- Update PERC** End date DQ, add SAPP

Return to

Effective SU \_\_\_ FA \_\_\_ WI \_\_\_ SP \_\_\_

**Appeal DENIED (ADY)**

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**DENIED - Missing (ADYD)**

- Statement**
- Documentation** (proof of circumstances)
- Ed Plan**

Date \_\_\_ Initial \_\_\_

Cumulative GPA \_\_\_\_\_ Pace \_\_\_ / \_\_\_ = \_\_\_ %

FA Signature \_\_\_\_\_ Date \_\_\_\_\_



### Student SAP Appeal Directions

STEP 1 Complete SAP Appeal Form and submit all documents by the appropriate deadline:

Term you are seeking aid for:	Deadline to receive appeal
Fall 2020	Friday, November 20, 2020
Winter 2021	Friday, February 26, 2021
Spring 2021	Friday, May 21, 2021

STEP 2 Personal Statement

<b>What Occurred:</b>	<ul style="list-style-type: none"> <li>Describe what occurred during the term that prevented you from meeting the standards of Satisfactory Academic Progress. Ensure your statement is well-thought-out and verifiable.</li> <li>Extenuating circumstances are defined as those where the student has no control, are significant and documentable, are unforeseeable, and had a direct impact on the student’s ability to successfully complete the term. Some examples may include: death in the family, medical/illness, or other situations which were out of your control.</li> <li>Personal choices, while they may be well intended, do not constitute extenuating circumstances for which the student has no control.</li> <li>If illness was a factor, provide documentation from a doctor indicating the onset, duration, and severity of the illness and provide the date that you were healthy enough to return to school.</li> <li>Multiple appeals for the same reason are not allowed.</li> </ul>
<b>Resolution:</b>	<ul style="list-style-type: none"> <li>Describe the steps you have taken to resolve the issue.</li> <li>For example, if you had childcare issues, how have you resolved them?</li> </ul>
<b>Plan for Success:</b>	<ul style="list-style-type: none"> <li>Explain your plan for success this term and in future terms.</li> <li>Please include changes that have taken place to ensure your future success.</li> </ul>

If you need assistance writing your statement, the Writing Center is available in the Dye Learning Center.

STEP 3 Proof of Extenuating Circumstances

- Attach appropriate documentation (e.g. medical bills, statement from doctor, court documents, and newspaper articles).
- Documentation must come from a third-party. Statements from relatives or personal friends will not be considered.

STEP 4 Complete a three term Academic Plan with an Academic Advisor

STEP 5 Submit Your Completed Application

- A SAP Appeal will not be considered until any unearned financial aid debt to the college is paid in full, and you are in compliance with all financial aid regulations.
- Appeal decisions are emailed to the student’s myClackamas account and listed in the student portal.
- Decisions made by the SAP Committee, after review by the Financial Aid Director, are final.