

## Writing a Successful SAP Appeal

Your satisfactory academic progress (SAP) appeal letter must include the following:

- Explain what happened - Why were you unable to maintain satisfactory progress?
- Explain what was changed – What corrective measures have you taken to achieve and maintain satisfactory academic progress?

### **If this is not your first appeal:**

- Your explanation must include information about what has changed since your last appeal.
- Subsequent appeals of the same nature or for the same reason are not permitted.

### **Tips for Writing Your Appeal Letter**

- Admit the problem – Take a hard look at your situation to determine what has kept you from making satisfactory academic progress. Being truthful and open about your circumstances will better assist us to help you.
- **Note:** Lack of awareness of withdrawal policies or requirements for satisfactory academic progress will not be accepted as reasons for the purpose of an appeal.
- Provide supporting documentation – your appeal letter is required to have supporting documentation from a third party professional.
- **Note:** We are not able to accept personal letters from family members and friends that were aware of your circumstances.

### **Valid Reasons to Submit a SAP Appeal**

- Valid reasons for an appeal include:

Illness, accident, or injury experienced by you or a significant person in your life

- Documentation required: physician's statement, police report, or other documentation from a third-party professional; hospital billing statement

Death of a family member or significant person in your life

- Documentation required: a copy of the obituary or death certificate

Divorce experienced by you or parent

- Documentation required: attorney's letter on law firm's letterhead or copy of divorce decree

Personal problems or issues with your spouse, family, roommate, or other significant person

- Documentation required: written statement from medical doctor, counselor, attorney, or other professional advisor

Other special circumstances.

- Documentation required: letter from third party supporting/substantiating your special circumstances

The following circumstances are not considered extenuating and beyond the student's control:

- Not knowing the deadline or procedure
- Work conflicts
- Incarceration resulting from a guilty verdict
- Voluntary overtime
- Not needing or wanting a class, not doing well in a class, or having too heavy of a course load
- Wishing to improve your GPA

### **Example of a Valid Appeal Statement**

Date: May 22, 2019

Name: Stew Dent

Student ID: 123456

RE: SAP Appeal Letter

#### **What happened:**

During the Spring 2022 semester, I was in a car accident on February 17, 2022. I was in the hospital for one week due to a broken leg and severe whiplash. After leaving the hospital, I needed to have physical therapy three times a week for 6 weeks for neck and back issues from the car accident. Trying to attend physical therapy interfered with my ability to attend classes on a regular basis. I was unable to keep up with my coursework and failed 3 of my 5 classes. Since I didn't do well in the Spring 2019 semester, I am not making satisfactory academic progress for financial aid.

#### **What has changed:**

My leg healed and my cast was removed. I completed physical therapy and my neck and back are feeling much better. Since I am feeling physically better and healed, I am confident that I am able to continue my coursework and improve my academic progress.

### **Supporting documentation:**

1. A note from my doctor showing that I was under his care during the above time and why. The note also shows that my doctor released me to return to school for the start of the Fall 2022 semester.
2. A copy of my hospital bill showing the dates of my stay
3. A statement from my physical therapist indicating my therapy schedule

### **Important Notes to Remember**

- In addition to submitting your letter and supporting documentation, you will be required to complete and attach an Academic Plan that you have developed with your success coach or specialist.
- Your academic plan must show, through the credit and GPA calculations that meeting the SAP standards and graduating from your program is an attainable goal.
- All statements, signed academic plan and supporting documents can be emailed to [finaid@hartwick.edu](mailto:finaid@hartwick.edu)

**Please note:** The Financial Aid Office is required to report incidents of sexual violence or sexual harassment disclosed through any appeal letters to the Title IX Coordinator for follow-up and possible investigation. Hartwick College is committed to equal opportunity and providing a safe community free from all forms of sexual misconduct including sexual/gender-based harassment, discrimination, dating or domestic violence, stalking, sexual exploitation, and sexual assault.

If you wish to make an official report to the College or have questions about the College's policy and procedures regarding sexual misconduct, please contact the Title IX Coordinator, Michael Arno, at [arnom@hartwick.edu](mailto:arnom@hartwick.edu) or (607) 431-4293. Online reporting and policy information is available at [www.hartwick.edu/titleix](http://www.hartwick.edu/titleix).