A Student’s Guide to filling out the Satisfactory Academic Progress Appeal (SAP) Form

- You will need to write a personal statement. It is important to be **concise**. This is your opportunity to present your reasons for poor academic performance during your academic career. It is also the place to write a specific action plan for your return to good standing. **This should not merely be a statement of good intentions.** Specific reasons/issues/circumstances that led to poor academic performance include:
  - personal/family issues
  - issues with time management, study skills, and test taking
  - medical issues- may require documentation to advisor
  - choice of major
  - difficulty with a particular subject such as Math
  - working too many hours
  - lack of awareness or use of available academic support resources such as the Learning Resources Center, Writing Center, Math help lab, Professors office hours, RCPD, academic advisor(s).
  - lack of awareness or use of available student support services such as Counseling Center, Family Resource Center, Career Services.

- Your specific **action plan** should include how you have resolved or plan to resolve any issues or circumstances you have listed that have negatively impacted your academic performance. For instance, if you listed “choice of major” as the reason for your difficulty have you spoken to an academic advisor about a possible major change? Have you changed your major? If time management/study skills is the problem, are you going to use free tutoring offered by the Learning Resources Center located in 202 Bessey Hall?

- Identify specific barriers or personal choices that impacted your academic performance.

- Describe what personal decision(s) you could have made differently.

- After you complete your personal statement you will need to make an appointment with a UUD advisor. **The SAP appeal must be submitted at least 24 hours prior to your appointment.** If your completed SAP personal statement is not submitted prior to your appointment, you may have to reschedule your appointment.

Be mindful that your advisor will not support your appeal if your portion of the SAP is either incomplete or your statement is not clear or specific. In this case, the advisor will ask you to revise your statement. Your advisor will not support your SAP appeal if s/he determines that you are unable or unwilling to follow recommendations given to you to help you return to good standing.