

Mitigating Circumstances and Supporting Documentation for a SAP Appeal

For SAP appeals, students are required to provide mitigating circumstances with supporting documentation or signed statement of explanation detailing the reasons why the Satisfactory Academic Progress (SAP) standards were not met.

The appeal and statement of explanation must detail:

- the circumstance(s) affecting their academics,
- when the circumstance(s) occurred (include which term it occurred),
- the duration of the circumstance(s), how the circumstance affected the student's ability to complete their coursework, and what has changed that will allow them to achieve future academic success.

Mitigating circumstances are considered unforeseen situations or events beyond the student's control which directly impacted academic performance.

Students should not create documentation themselves. Acceptable documentation will be on official letterhead, and obtained through an objective third party. Objective third parties include, but are not limited to: counselors, doctors, lawyers, social workers, religious leaders, daycare providers, state/government agencies, etc.

Below is a list of *possible* circumstances and suggested documentation. If you do not have documentation, you can submit a signed **statement of explanation**. Please note, the following list is not exhaustive. If you are providing circumstances and documentation not mentioned below, your appeal will be considered just the same.

POSSIBLE CIRCUMSTANCES	SUGGESTED DOCUMENTATION
Death in the family	Death certificate, obituary
Divorce or separation	Court documents, lawyer statement
Domestic violence	Court documents, restraining orders, police records
Crime victim	Legal documentation, police records
Physical and/or mental illness	Documentation from medical professional
Learning disability	Individualized Education Program (IEP), DAC letter
Babysitter/daycare issues	Daycare provider letter
Change in economic situation	Unemployment statement, proof of funding stoppage
Imposed residential changes	Eviction notice, legal papers
Imposed employment changes	Statement from employer
Improper grading practices	Hearing documents, communication from instructor
Unjust arrest or incarceration	Court documents
Involuntary call to military service	Official military orders
Jury duty/court appearance	Court documents
Physical and emotional stress	Documentation from medical professional
Ward of state/foster care issues	Municipal documents