

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

SECTION II

Please indicate the mitigating circumstances that have contributed to your inability to maintain SAP by checking the category that applies to you. Event dates must correspond. Follow the instructions for the category. The appeal and documentation must be submitted as a complete package. Incomplete appeals will be denied.

- Serious illness, accident or injury, to student or immediate family member (parent, spouse, sibling, child).**
Write a detailed statement of the circumstances. Attach supporting documentation; physician's statement, police report or other documentation from a third party professional, etc.

- Death of an immediate family member (parent, spouse, sibling, child).**
Write a detailed statement of the circumstances; include the name of the deceased and relationship to you. Submit a copy of the obituary and/or death certificate.

- Divorce experienced by you or your parent.**
Write a detailed statement of the circumstances. Attach an attorney's letter on law firm's letterhead or copy of divorce decree.

- Significant trauma in student's life that impaired the student's emotional and/or physical health.**
Provide a detailed explanation regarding the specific circumstances of your condition. Include dates and what you have done to overcome your condition. Attach supporting documentation from a third party; physician, social worker, counselor, police, attorney, etc.

- Other significant unexpected and documented circumstances beyond the control of the student.**
Write a detailed statement of the circumstances, include dates. Attach supporting documentation from a third party; physician, social worker, counselor, police, attorney, etc.

OFFICE USE ONLY:

Courses Required to Complete Career Diploma

Please map the student's academic progression for completion.

<u>Course Title</u>	<u>Course Number</u>	<u>Credits</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE ATTACH UPDATED ACADEMIC LESSON PLAN