



2013-2014 Satisfactory Academic Progress (SAP) Appeal

Please complete this form and include any necessary attachments for consideration.

Name: Student ID #

Telephone Number: Email:

You MUST list your current major: and goal: AA /AS Degree Certificate Transfer

STEP 1: You MUST select a reason for your appeal, which is listed on the SAP notification letter sent to you.

- GPA Standard: (Did not maintain a minimum cumulative 2.0 Grade Point Average /GPA)
Units Completed Standard:(Did not complete at least 2/3 or 67 % of all units attempted)
Maximum Unit Standard:(Exceeds allowable units for educational goal) MUST complete 1 & 2 below:

- 1. Meet with an academic counselor to obtain and submit a current Student Educational Plan (SEP).
\*\*Only ONE SEP will be considered, must be CORRECT & include ALL current courses. No Revisions!\*\*
2. Have your counselor complete AND sign the academic certification parts a – c below:
a. The total REQUIRED Units remaining to complete the educational goal is
b. The expected transfer/graduation date for this student is
c. Counselor Comments:

Counselor's Name (Please PRINT) Counselor's Signature Date

STEP 2: Statement of Explanation (A typed written sheet may be attached to answer this section.)

- 1. Please state the reasons why you failed to meet the SAP standard(s) listed in Step 1.
[Multiple blank lines for text entry]

