



## SAP Appeal Instructions

---

If you have received a SAP Suspension letter, you may appeal for reconsideration. Please read and follow the instructions on how to complete the appeal.

### Part I: Letter of Explanation

1. Write a detailed explanation of the extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress (SAP) Standards.
2. Write a plan of action indicating how you have changed your circumstance or resolved the issue which prevented you from meeting SAP. Explain how it will not be a future issue.
3. Attach copies of supporting documentation (if applicable). For example: doctor's letter, death certificate, police reports, or court documents. (A general letter from the doctor that injury or illness hindered academic performance is an acceptable document. A release to speak to the doctor directly is also acceptable.)

### Part II: Submit an Academic Plan

Schedule an appointment with a representative from your department/program (academic advisor, faculty, etc.) to complete the Academic Plan in the SAP appeal. The representative will have to complete the bottom portion of the Academic Plan, answering all questions regarding academic status and confirming their approval of the plan.

---

### APPEAL PROCESS

Your appeal will be reviewed within 2 weeks of submission. You will be notified by mail of the final decision.

The following are considered during the review:

- The extenuating circumstance that prevented you from successfully meeting SAP.
- Demonstrated solution to the non-recurring issue.
- Ability to complete your degree as stated on your academic plan within the maximum time frame.
- Department/Program representative's comments and recommendations.
- Supporting documentation as it relates to the extenuating circumstance.

\*Note: If you feel that you have received a SAP Suspension notice in error, please submit a letter or e-mail of explanation and supporting documentation if applicable (ie. Grade change, repeated class GPA re-calculation).

#### MAILING ADDRESS

AZUSA PACIFIC UNIVERSITY • STUDENT SERVICES CENTER • P.O. BOX 7000, AZUSA, CA, 91702-7002 • Phone (626) 815-2020 • Fax (626) 815-3809 • Email [ssc@apu.edu](mailto:ssc@apu.edu)