



Satisfactory Academic Progress (SAP)

Appealing a Satisfactory Academic Progress Hold at Evergreen.

Student's Name: _____ Evergreen ID A _____
(print) Last First MI

Address: _____
City State ZIP

Phone: () _____ email: _____

You received notification of a Satisfactory Academic Progress (SAP) problem/hold from the Financial Aid Office because you did not earn the required number of credits or have exceed the maximum number of attempted credits, but you feel that extenuating circumstances prevented you from making SAP.

RESOLUTION: Read the SAP Policy <http://www.evergreen.edu/financialaid/docs/SAP-UG.pdf> and if you feel that extenuating circumstances prevented you from making SAP you may appeal your case to the Professional Judgment Committee. Approval of petitions is generally limited to medical, family or personal emergencies, or other circumstances entirely beyond your own control, which are extraordinary, unusual, and non-recurring. However, you have the right to petition for any circumstance that you feel affected your academic performance.

Your Appeal/Petition must include:

1. This form - completed
2. A letter from you, that includes all of the details of why you lost credits at Evergreen and why it will no longer be a barrier to your academic success at Evergreen. If your petition is to exceed beyond the maximum allowable attempted credits, your letter must explain why you must continue and what prevents you from applying for graduation. Make sure that you tell us how to get in touch with you if different then the information above.
3. Depending on what you have cited in your letter, it is important that you include supporting documentation whenever possible of why it will no longer be a barrier to your academic success.

Additional information and Examples Of Supporting Documentation continue on the back of this form.

Examples of supporting documentation would be:

- Documentation from your health care provider, mental health professional or hospital that corroborates your circumstances and include a statement supporting your return to school if the health condition is of an ongoing nature.
 - A letter from a family member, friend or relative that corroborates your circumstances and supports your decision to return to school.
 - A letter from a person who is familiar with your situation and can write in your support. This letter could be from a staff member from a mentor outside of Evergreen, a pastor in your church, a sponsor from a twelve-step program, or anyone who fits into this role in your life.
 - Please make sure you provide us with a letter of support from the appropriate office if you are a student who utilizes other support services at Evergreen. These offices are at Evergreen to help you succeed academically and will help you work out a plan to succeed. If you have an academic plan set-up with one of these offices please include the details of that plan in your petition.
4. If you have appealed this same situation to another office, please include that information if not already part of this petition.

UNTIL YOUR ACADEMIC PROGRESS PROBLEM IS RESOLVED, YOU ARE NOT ELIGIBLE FOR FINANCIAL AID AND ARE RESPONSIBLE FOR PAYMENT OF TUITION, FEES AND ALL OTHER EXPENSES ON YOUR OWN.

Student's Signature: _____ Date: _____

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**Office use only**

|                                         |    |                    |   |
|-----------------------------------------|----|--------------------|---|
| Currently Registered: Number of Credits |    |                    |   |
| Annual Completion                       | %  | Overall Completion | % |
| Previous SAP                            |    |                    |   |
| Balance Due                             | \$ |                    |   |

SAP Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Decision/Stipulations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_