



## Satisfactory Academic Progress Appeal Writing Guide

Tips for writing a successful appeal:

1. **Explain what happened** - why you were unable to maintain satisfactory academic progress during the fall and/or spring semester.
2. **Explain what changes have occurred** – what corrective measures have you taken or will you take in the future to achieve and maintain satisfactory academic progress?
3. **Include any supporting documentation** – include doctor’s statement, copy of hospital/urgent care/physician’s bill, death certificates or obituaries, letters from a third party, etc.)

Take an honest look at your situation and determine what has kept you from making satisfactory academic progress during the last academic year. You may need help with study skills, time management, test taking, or reduce the number of credits you enroll in. How will you get this help?

Valid reasons for submitting an appeal include medical emergencies, health issues, personal or family problems, or financial difficulties.

Failure to comply with the withdrawal/drop policy or unpreparedness for college coursework will not be considered as valid reasons in the appeal.