



**2023-2024 SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM**  
(Summer Term 2023 – Spring Term 2024)

Student Last Name	Student First Name
Student ID#	Date of Birth

SELECT THE REASON FOR APPEAL:

- DISQUALIFIED:** I had unforeseen, extenuating circumstances that affected my ability to meet minimum requirements.

THE FOLLOWING DOCUMENTATION MUST ACCOMPANY THIS APPEAL:

- A typed and signed statement explaining why minimum requirements were not met (minimum 2.0 cumulative GPA and/or 67% pace).
- Proof of your unforeseen, extenuating circumstance (e.g. death certificate/obituary, medical records/doctor's note, police report, letter from a counselor, etc.).
- See an Academic Advisor to complete a three-term Academic Plan. Attach the Academic Plan to this appeal.

- LATE GRADE:** My late grade is now posted on myClackamas. I have at least a 2.0 cumulative GPA and 67% pace (attach a copy of your grades).

- REINSTATEMENT:** Using my own financial resources I passed sufficient credits to bring my cumulative GPA and pace to the federal minimum standards.

- By checking this box and submitting this form, I acknowledge that I have followed all the steps on this form and the information provided is correct to the best of my knowledge. I understand that I cannot receive federal financial aid unless my Appeal is approved. I am personally responsible for all fees and tuition incurred. I am aware that incomplete Appeals will be denied.

**Office of Financial Aid and Scholarships Use Only**

**Appeal APPROVED**

- Placed on **PROBATION**
- Update PERC** End date DQ, add SAPP

Return to Satisfactory

Effective SU \_\_\_ FA \_\_\_ WI \_\_\_ SP \_\_\_

**Appeal DENIED (ADY)**

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**DENIED - Missing (ADYD)**

- Statement**
- Documentation** (proof of circumstances)
- Ed Plan**

Date \_\_\_ Initial\_\_\_

Cumulative GPA \_\_\_\_\_ Pace \_\_\_\_/\_\_\_\_ = \_\_\_\_%

FA Signature \_\_\_\_\_

Date \_\_\_\_\_

Check your myClackamas email for correspondence and Financial Aid [Self-Service](#) for your Award Offer.  
Secure submission of documents can be completed via [Drop-Box](#), by mail, or fax to:  
Office of Financial Aid and Scholarships – 19600 Molalla Avenue, Oregon City, OR 97045  
Phone: 503-594-6082 – Fax: 503-722-5864 – email: [finaid@clackamas.edu](mailto:finaid@clackamas.edu) – [www.clackamas.edu](http://www.clackamas.edu)



## Student SAP Appeal Directions

**STEP 1** Complete SAP Appeal Form and submit all documents by the appropriate deadline:

Term you are seeking aid for	Deadline to receive Appeal for prior term
Summer 2023	Friday, August 18, 2023
Fall 2022	Friday, November 17, 2023
Winter 2023	Friday, March 1, 2024
Spring 2023	Friday, May 24, 2024

**STEP 2** Personal Statement

<b>What Occurred:</b>	<ul style="list-style-type: none"> <li>Describe what occurred during the term that prevented you from meeting the standards of Satisfactory Academic Progress. Ensure your statement is well-thought-out and verifiable.</li> <li>Extenuating circumstances are defined as those where the student has no control, are significant and documentable, are unforeseeable, and had a direct impact on the student's ability to successfully complete the term. Some examples may include: death in the family, medical/illness, or other situations which were out of your control.</li> <li>Personal choices, while they may be well intended, do not constitute extenuating circumstances for which the student has no control.</li> <li>If illness was a factor, provide documentation from a doctor indicating the onset, duration, and severity of the illness and provide the date that you were healthy enough to return to school.</li> <li>Multiple appeals for the same reason are not allowed.</li> </ul>
<b>Resolution:</b>	<ul style="list-style-type: none"> <li>Describe the steps you have taken to resolve the issue.</li> <li>For example, if you had childcare issues, how have you resolved them?</li> </ul>
<b>Plan for Success:</b>	<ul style="list-style-type: none"> <li>Explain your plan for success this term and in future terms.</li> <li>Please include changes that have taken place to ensure your future success.</li> </ul>

If you need assistance writing your statement, the Writing Center is available in the Dye Learning Center.

**STEP 3** Proof of Extenuating Circumstances

- Attach appropriate documentation (e.g. medical bills, statement from doctor, court documents, and newspaper articles).
- Documentation must come from a third-party. Statements from relatives or personal friends will not be considered.

**STEP 4** Complete a three-term Academic Plan with an Academic Advisor

**STEP 5** Submit Your Completed Application

- A SAP Appeal will not be considered until any unearned financial aid debt to the college is paid in full, and you are in compliance with all financial aid regulations.
- Appeal decisions are emailed to the student's myClackamas account and listed in the student portal.
- Decisions made by the SAP Committee, after review by the Financial Aid Director, are final.

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