

2017-2018 SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

(Summer Term 2017 – Spring Term 2018)

Student Last Name	Student First Name	M.I.	Date of Birth
Mailing Address (Apt #)	City/State	Zip	Phone
Student ID#	CCC Student Email @student.clackamas.edu	Previous/Maiden Name	

The Appeal process takes up to 14 business days. **Incomplete Appeals will be denied.** Log on to your myClackamas account and check the My Documents tab for the appeal decision.

SELECT THE REASON FOR APPEAL:

- STATUS CHANGE - DISQUALIFIED to PROBATION:** I have extenuating circumstances that affected my ability to maintain minimum requirements. Some examples may include: death in the family, medical/illness, or other situations which were out of your control.

ALL OF 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). State if you have asked for tutoring assistance, your plan of action, and expected results.
- Proof of your extenuating circumstance (e.g. death certificate/obituary, medical records/doctor's note, letter from a counselor, etc.)
- See an Academic Advisor to complete a two-term **Educational Plan**. **Please print your unofficial transcript before arriving to meet with an Advisor.** Attach the Educational Plan to this appeal.

OR

- 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).

 Student Signature

 Date

Office of Financial Aid and Scholarships Use Only

- Appeal APPROVED**

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

Return to **GOOD STANDING**

Effective SU ___ FA ___ WI ___ SP ___

- Appeal DENIED (ADY)**

DENIED - Missing (ADYD)

 - Statement**
 - Documentation** (proof of circumstances)
 - Ed Plan**
 - Evaluation** Date ___ Initial ___

Comments: _____

_____ Cumulative GPA _____ Pace ____/____ = ____%

 FA Signature

 Date