

SAP Appeal Examples of Acceptable Documentation

Submitting documentation with your Financial Aid Satisfactory Academic Progress (SAP) Appeal strengthens your case by providing credible evidence of the circumstances that impacted your academic performance—such as medical issues, family emergencies, or other unforeseen events.

Supporting documents not only reinforce your explanation but also demonstrate your commitment to improving your academic standing. This helps the review committee make a well-informed decision and increases the likelihood of a favorable outcome. In addition, including documentation ensures your appeal aligns with institutional and federal policy requirements.

Documentation Examples for SAP Appeal – Showing the Challenges You Faced

Providing documentation to support your appeal is critical. Below are examples of acceptable documentation based on specific challenges:

Childcare Issues

- Letter from childcare provider
- Statement confirming childcare gaps during the affected term

Work-Related Scheduling Conflicts

- Work schedule from the affected time
- Pay stubs
- Termination or layoff letter
- Unemployment documentation

Personal Illness or Illness of a Family Member

- Medical records or discharge summaries (avoid full medical records)
- Doctor's note confirming illness or medical condition during the affected period

Accidents or Law Enforcement Involvement

- Accident reports
- Police reports

Death of a Family Member or Close Friend

- Obituary
- Death certificate
- Statement from a physician or adult family member verifying impact

Family Difficulties (e.g., Divorce, Illness)

- Signed letter from a third party (e.g., counselor, social worker, religious leader)

Transportation Issues

- Car repair receipts or invoices
- Police reports or insurance claims
- Bus/train schedules showing lack of access or delays

Housing Concerns (including Roommate Conflicts)

- Eviction notice
- Lease agreement or Section 8 documentation
- Utility disconnect notices
- Police reports related to the issue
- Signed statement from a third party (e.g., counselor, advisor)

Time Management Conflicts

- Documentation of outside commitments (e.g., multiple pay stubs)
- Detailed schedule showing conflict with study time

Other Circumstances (e.g., School/Work/Life Balance, Relationship Issues)

- Personal statement with detailed explanation
- Daily/weekly time log or calendar outlining conflicts

Legal Issues

- Court orders
- Police or legal documentation
- Subpoena or jury duty notice
- Clerk of court receipts
- Incarceration or custody documentation

Documentation Supporting Your Future Plans

Providing documentation that demonstrates how you plan to overcome previous challenges shows your readiness to succeed and strengthens your appeal. Below are examples of acceptable documents based on the type of plan in place:

Childcare Plan

- Letter from current childcare provider
- Confirmation of backup childcare arrangements

Work Schedule

- Current work schedule
- Recent pay stubs showing hours and consistency

Ongoing Personal or Family Illness

- Physician's statement confirming health stability and ability to resume academic work

Transportation Plan

- Description of transportation plan (e.g., reliable vehicle, carpool)
- Bus pass, transit schedule, or other proof of accessible transportation

Housing Plan

- Current lease agreement or housing contract
- Rental payment receipt or utility bill showing housing stability

Time Management Improvements

- Statement or plan detailing new time management strategies
- Documentation of reduced work hours or rearranged commitments
- Calendar or planner showing structured school/work/life balance

Ongoing Legal Issues

- Statement from parole officer or case manager
- Documentation of work/school release or approved schedule