

Mitigating Circumstances and Supporting Documentation for a SAP Appeal

For SAP appeals, students are required to provide mitigating circumstances with supporting documentation detailing the reasons why GPA, Pace and/or Timeframe standards have not been met. The appeal must also explain how the circumstances have been resolved, and will no longer hinder academic performance moving forward. Mitigating circumstances are considered unforeseen situations or events beyond the student's control which directly impacted academic performance.

Students should not create documentation themselves. Acceptable documentation will be on official letterhead, and obtained through an objective third party. Objective third parties include, but are not limited to: counselors, doctors, lawyers, social workers, religious leaders, daycare providers, state/government agencies, etc.

Below is a list of *possible* circumstances and the *suggested* documentation needed to substantiate them. Please note, the following list is not exhaustive. If you are providing circumstances and documentation not mentioned below, your appeal will be considered just the same. Additionally, providing a mitigating circumstance with supporting documentation from the list below does not guarantee an approval. All appeals are reviewed on a case-by-case basis for legitimacy and merit.

POSSIBLE CIRCUMSTANCES	SUGGESTED DOCUMENTATION
Death in the family	Death certificate, obituary
Divorce or separation	Court documents, lawyer statement
Domestic violence	Court documents, restraining orders, police records
Crime victim	Legal documentation, police records
Physical and/or mental illness	Documentation from medical professional
Learning disability	Individualized Education Program (IEP), DAC letter
Babysitter/daycare issues	Daycare provider letter
Change in economic situation	Unemployment statement, proof of funding stoppage
Imposed residential changes	Eviction notice, legal papers
Imposed employment changes	Statement from employer
Improper grading practices	Hearing documents, communication from instructor
Unjust arrest or incarceration	Court documents
Involuntary call to military service	Official military orders
Jury duty/court appearance	Court documents
Physical and emotional stress	Documentation from medical professional
Ward of state/foster care issues	Municipal documents