

# Writing a Successful SAP Appeal- EXAMPLES

## First SAP Appeal Example

**FIRST:** Explain why you did NOT earn the required units or GPA in the quarters you failed to meet SAP:

Example:

My first quarter at Foothill College was overwhelming. I wasn't prepared for the academic rigor of the schedule and classes. I was unsure how or where to seek out help, and as a result, developed anxiety. I quickly fell behind and struggled to keep up. At one point, I stopped attending classes because I was so far behind and felt that no matter what I did, I would not catch up. My grades suffered and my anxiety increased. I started to wonder if being at Foothill College was where I was supposed to be.

**SECOND:** Explain what will be different next quarter. What changes have you taken to improve, change, resolve, or mitigate the above issues so that you WILL earn the required units or GPA next quarter?

Example:

After that first quarter, I got connected to the Teaching and Learning Center, and sought out support through EOPS. I also connected with the Disabled Resource Center (DRC) and took a reduced course load to help manage my anxiety. I met with my EOPS Counselor to map out what classes I needed to take to get me back on track and how to approach the work. As you will see, my grades for winter quarter improved over those in fall.

**NOTE:** Documentation may be attached but is not necessary. However, if you are asked to provide supporting documentation, suggested documentation:

Example:

- Verification of appointment times at the Teaching and Learning Center
- Supporting statement from DRC Counselor

---

## Second SAP Appeal Example

**FIRST:** Explain why you did NOT earn the required units or GPA in the quarters you failed to meet SAP:

Example:

During the fall quarter, my grandmother's health declined due to various health problems accompanied with her elderly age. I come from a single-mother household and my grandmother lived with us while I was growing up. There was no one to help take care of her other than my mother and me. As a result, on my weekends, I would bus back home to Los Angeles on Friday and come back to the Bay Area before my Tuesday classes. This took a toll on my academics.

**SECOND:** Explain what will be different next quarter. What changes have you taken to improve, change, resolve, or mitigate the above issues so that you WILL earn the required units or GPA next quarter?

Example:

At the start of the New Year, my uncle moved in to help take care of my grandmother while she receives ongoing treatment for her illness. I no longer need to go to L.A. every weekend to help with her care, and she is in a much better place. As a result, I am able to focus on my schoolwork in a way I was not able to during the fall term.

**NOTE:** Documentation may be attached but is not necessary. However, if you are asked to provide supporting documentation, suggested documentation:

Example:

- Greyhound bus receipts with dates showing trips back home
- Letter from Uncle confirming support for grandmother

---

### Third SAP Appeal Example

**FIRST:** Explain why you did NOT earn the required units or GPA in the quarters you failed to meet SAP:

Example:

I was involved in a car accident in early November 2019 and broke my right arm. I was in the hospital for three days and then had to undergo physical therapy, which meant missing class time. Additionally, being a right-handed person, it was difficult for me to type and write, which impacted my academics. I sought out accommodations through Disability Resource Center (DRC), unfortunately due to the timing, it was difficult to get back on track. My professors have given me incomplete grades, allowing me extra time to make up the work.

**SECOND:** Explain what will be different next quarter. What changes have you taken to improve, change, resolve, or mitigate the above issues so that you **WILL** earn the required units or GPA next quarter?

Example:

My arm has healed and I feel confident that I am able to continue my coursework and improve my academic progress. I aim to finish my incompletes during the Spring quarter by utilizing the Teaching and Learning Center private study rooms to focus on catching up and staying on track with my current classes.

**NOTE:** Documentation may be attached but is not necessary. However, if you are asked to provide supporting documentation, suggested documentation:

Example:

- A statement from my physical therapist indicating my therapy schedule
- Doctor's note or visitation slip from hospital
- Supporting statement from professor