Writing a Successful SAP Appeal- EXAMPLES

First SAP Appeal Example

First Paragraph: Describe what happened that prevented you from meeting SAP.

Example:

My first semester at Cal found me overwhelmed. 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 Cal was where I was supposed to be.

Second Paragraph: Described what has or will change and what support systems are in place to ensure success.

Example:

After that first semester, I got connected to the Tang Center, Student Learning Center, and sought out support through EOP. I registered with the Disabled Students Program (DSP) and took a reduced course load. I met with my college adviser 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 spring improved over those in fall.

Third Paragraph- Tell us about your supporting documentation

Example:

- Verification of appointment times at Tang
- DSP reduced course load letter

Second SAP Appeal Example

First Paragraph: Describe what happened that prevented you from meeting SAP.

I am writing to explain the circumstance that hindered my performance during the past semester. I didn't perform adequately in my sciences courses, but I completed my three humanities based classes and performed well. This led me to change direction and my major, while allowing me to study an area that interested me.

Second Paragraph: Described what has or will change and what support systems are in place to ensure success.

I am currently enrolled in pre requisites and I plan to declare my major by next semester. As my past record shows, I know for certain I can attain excellent grades in this new humanities major while making progress towards my degree.

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Third Paragraph- Tell us about your supporting documentation

Example:

- Degree planning sheet from college advisor

Third SAP Appeal Example

First Paragraph: Describe what happened that prevented you from meeting SAP.

Example:

I am writing to help explain why I was unable to meet the conditions outlined in my first SAP appeal. I was involved in a car accident in early November and severely 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, with impacted my academics. I sought out accommodations through DSP, unfortunately due to the timing of the semester, 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 Paragraph: Described what has or will change and what support systems are in place to ensure success.

Example:

In spring, I have an approved reduced course load which will help me manage my work along with my continuing doctor's appointments. I plan to work on my incompletes during the break, with a goal of having them done by the end of the spring and summer term. I want to be realistic and not overload myself, which is why I am giving myself two terms to finish the work, in addition to my regular spring term load. My physical therapy will continue in spring, and with the help of DSP accommodations, I am better equipped to juggle the appointments and work. I am expected to be at 95% recovery by the end of the spring term.

Third Paragraph- Tell us about your supporting documentation

Example:

- Police report of accident
- Doctor's note or visitation slip from hospital
- Supporting statement from professor

Fourth SAP Appeal Example

First Paragraph: Describe what happened that prevented you from meeting SAP.

Writing a Successful SAP Appeal- EXAMPLES

During the spring term, 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 Paragraph: Described what has or will change and what support systems are in place to ensure success.

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 spring term.

Third Paragraph- Tell us about your supporting documentation

Example:

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