



2014/2015 Academic Year

Check the box that applies to your situation below:

Satisfactory Academic Progress – Pace of Progression and/or GPA

- 1) **Instructions:** A **TYPED** one page statement that offers a thorough explanation of:
 - a. The serious and compelling circumstances that occurred during any semester in which you did not meet the standards for Satisfactory Academic progress, including prior years.
 - b. What your responsibility for these events has been.
 - c. How your circumstances have changed so your failure of the situation will not occur again.
 - d. The steps you have taken to ensure you will make Satisfactory Academic Progress in the future.
 - e. Demonstrated academic achievement following the resolution of the circumstances.
- 2) Written documentation or evidence that supports the reason(s) given in your statement. This might include a letter from your doctor, court documents, death certificates or copies of University documents such as approved requests for incompletes or withdrawals accompanied by posted grade changes on transcripts, etc. Financial hardship must be documented by bank statements, layoff notices, foreclosure notices, court documents, or other relevant legal documents. Please attach photocopies. Original documents will not be returned.

Attached Documentation (check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Death Certificate | <input type="checkbox"/> Counselor Statement | <input type="checkbox"/> Court Documents |
| <input type="checkbox"/> Medical Statement | <input type="checkbox"/> Academic Advisor Statement | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Police Report | <input type="checkbox"/> EOP/Recommendation | |

Maximum Unit Limitation

- 1) **Instructions:** A **TYPED** one page statement that offers a thorough explanation of:
 - a. The serious and compelling circumstances that occurred during any semester in which you did not meet the standards for Satisfactory Academic progress, including prior years.
 - b. What your responsibility for these events has been.
 - c. How your circumstances have changed so your failure of the situation will not occur again.
 - d. The steps you have taken to ensure you will make Satisfactory Academic Progress in the future.
 - e. Demonstrated academic achievement following the resolution of the circumstances.
- 2) Written documentation or evidence that supports the reason(s) given in your statement. This might include a letter from your doctor, court documents, death certificates or copies of University documents such as approved requests for incompletes or withdrawals accompanied by posted grade changes on transcripts, etc. Financial hardship must be documented by bank statements, layoff notices, foreclosure notices, court documents, or other relevant legal documents. Please attach photocopies. Original documents will not be returned.
- 3) Identify the specific coursework remaining and provide an anticipated program completion date. If you have already applied for graduation, **provide a copy of your graduation evaluation form. If you do not have a graduation evaluation form, you may need to submit a statement from your advisor listing the requirements needed for graduation.**