Satisfactory Academic Progress (SAP)

What is considered an extenuating circumstance and what type of supporting documentation should be submitted?

An extenuating circumstance should generally meet the following criteria:

- Be a circumstance that occurred during the semester that you fell below SAP.
- Must be something that was out of your ability to control.
- Must be something you could not have reasonably anticipated.
- Must be of a severe enough nature to have reasonably impacted your academic performance.

Documentation should clearly align with the circumstances stated. It should also meet the following requirements:

- Be from a 3rd party/unbiased source.
- Clearly lists the issue or circumstances.
- Clearly provides the specific dates or date range(s) of the issues.
- Clearly relate to your extenuating circumstances.
- The dates or date ranges provided fall within the semesters that you did not meet SAP requirements.
- Show that the extenuating circumstance was something beyond you ability to control and was unexpected.

To view our full SAP policy, please click here. If you have any questions, please contact us at:

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