Satisfactory Academic Progress (SAP) Appeals

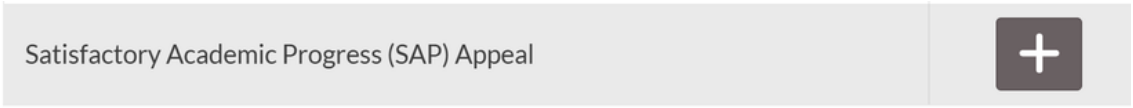
*Please read and follow **all** instructions ***in order.***

1. Go to **wiregrass.studentforms.com** and log in with your Wiregrass email and password.

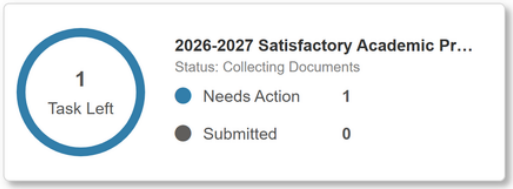
2. Click '**Manage Requests**' in the top right corner



3. Click the plus sign next to SAP Appeal and write a short explanation. ****This is not your official appeal.***



4. Click the box under '**Needs Action**'.



5. Click the arrow next to the grey box, and ***read the appeal guidelines***.



6. Click '**Fill Out**' to complete and sign the SAP appeal form.
**You will need to create a 5-digit E-Sign PIN by clicking the blue link at the end of the form.



7. Upload official documentation that supports your appeal and the required dates.

8. Click **Submit** and **Finish.**

Monitor your Wiregrass student email for updates. For questions, email financialaid@wiregrass.edu!

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SAP Do's and Don'ts

Do:

- ✓ Read **all** instructions
- ✓ Fully explain the circumstances **in detail**
- ✓ Address **all** semesters that led to your suspension
- ✓ Submit documentation with your personally identifiable information (*name, DOB, etc.*)
- ✓ Submit documents with dates matching your appeal
- ✓ Monitor the progress of your appeal

Don't:

- ✗ Only write one sentence
- ✗ Submit photos
- ✗ Submit a letter you wrote yourself
- ✗ Wait until the day before the deadline to submit your appeal

Letters as Documentation

Who? State who is writing the letter and their relationship to the student

What? Fully explain the circumstances out of the student's control that led to them failing or withdrawing from classes.

When? Identify which semesters or timeframe the circumstances occurred.

Signatures The letter should be signed by the person who wrote it (not the student) and stamped by an official notary.

***Notary services are typically available at UPS, most banks, and public libraries.*