A Student’s Guide to filling out the Satisfactory Academic Progress Appeal Form

- Complete the online form at https://www.reg.msu.edu/StuForms/SAPAppeal/SAPAppeal.asp

- Write your personal statement. It is important to be concise. This is your opportunity to discuss the factors that adversely impacted your academic performance. It is also the place to write a specific action plan for returning to good standing. This should not merely be a statement of good intentions. Specific reasons/issues/circumstances that adversely impacted your academic performance include:
  - personal/family issues
  - time management, study skills, or test taking strategies
  - medical issues- requires documentation be presented to academic advisor
  - choice of major
  - difficulty with a particular subject
  - working too many hours
  - lack of awareness or use of available academic support resources such as the Learning Resources Center, Writing Center, Mathematics help laboratory, Professors’ office hours, RCPD, academic advisor(s).
  - lack of awareness or use of available student support services such as Counseling Center, Family Resource Center, Career Services.
  - Other issues as appropriate to your situation.

- Your specific action plan should include how you have resolved or plan to resolve any issues or circumstances that have negatively impacted your academic performance. For example, if you believe you made a poor choice when selecting your major, what are your plans for changing to an appropriate major? You should approach any and all factors in the same manner.

- Contact your academic advisor for the completion of the “Academic Official” portion of the form. You must meet with your advisor to complete this form and work out an academic plan.

Be mindful that your advisor will not support your appeal if your portion of the form is either incomplete or your statement is not clear or specific. In this case, the advisor will ask you to revise your statement. Your advisor will not approve the appeal if they /she determines that you are unable or unwilling to follow recommendations given to you to help you return to good standing.