**Financial Aid Office** **– financialaid@ucc.edu**

CRANFORD CAMPUS

1033 Springfield Ave

Cranford, NJ 07016

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40 West Jersey Street Elizabeth, NJ 07016

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PLAINFIELD CAMPUS

232 East Second Street Plainfield, NJ 07060

Phone: (908) 412-3571

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**Sample Satisfactory Academic Performance Appeal Letter**

**DIRECTIONS:** This is how you should structure your appeal letter. Please make the letter concise, but as long as necessary to explain each area below. It is fine to make it more than one page. Please sign the letter before turning it in. **Do not email or fax the final draft.** DELETE THIS HEADER BEFORE SUBMITTING YOUR FINAL LETTER

***Date,*** *(put in the date you submit the letter and appeal form)*

**Name** *(put in your name)*

**Address** 1 *(put in your street)*

**Address 2***(put in your town, state, and zip)*

Union County College 1033 Springfield Avenue

Cranford, NJ 07016 RE: Letter of Appeal Dear Appeal Board:

My name is ***(insert your name)*** and I am submitting a letter of appeal. I did not make Satisfactory Academic Progress (SAP) following my semester on warning because ***(Please explain in full what happened to prevent you from making SAP.)***

During my semester on Warning, I took many actions to help restore my academic standing. **(*Discuss the items on your support plan that you participated in while you were on Warning, such as the learning resource center, etc.)***

I would also like to address what has changed in my life that will now allow me to make SAP in future semesters. ***(Please mention the mitigating circumstances that prevented you from making good academic standing and how that has changed.)***

If I am placed on probation, I plan to ***(write about what changes you can continue to make if you are placed on probation.)***

Thank you for your assistance with this matter. Sincerely,

*Sign your Name Here*

*(Type your name below your signature)*