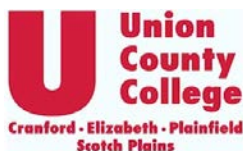


Financial Aid Office – financialaid@ucc.edu



CRANFORD
CAMPUS
1033 Springfield Ave
Cranford, NJ 07016
Phone: (908) 709-7137
Fax: (908) 709-7018

ELIZABETH
CAMPUS
40 West Jersey Street
Elizabeth, NJ 07016
Phone: (908) 965-6063
Fax: (908) 965-2348

PLAINFIELD
CAMPUS
232 East Second Street
Plainfield, NJ 07060
Phone: (908) 412-3571
Fax: (908) 791-4965

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, 2013 (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)