# SAP Letter of Appeal Template Description: CTU_Stacked_CMYK.jpg

*The template below has been created to help you write your letter of appeal. For additional information and resources on SAP and the appeal process, please visit the* [***SAP Resource Center***](http://careered.libguides.com/ctu/sap)*.*

*Please fill in the following areas appropriately. Be sure to save this document on your computer. Once this template is complete and saved on your computer, you will need to attach it within the SAP Academic Appeal Form.*

1. **Explain the *unforeseen* and *serious in nature* barriers and/or problems that caused the lack of Satisfactory Academic Progress.**
2. **Clearly Illustrate the changes that have occurred which will ensure the circumstance noted will no longer affect your academic success moving forward.**
3. **Briefly state your reasoning for attending school as well as why you feel you are a candidate for reinstatement**.

*Remember, you will need to save this document with your completed entries above in order to attach it within the SAP Academic Appeal Form.*