

**SATISFACTORY ACADEMIC PROGRESS (SAP) PETITION
CONCORDIA UNIVERSITY TEXAS
STUDENT FINANCIAL SERVICES**

Student Name: _____ **Banner ID:** B00_____

Academic Year: _____ **Term:** __ Fall __ Spring __ Summer

I request that my status be reconsidered due to an extenuating circumstance which caused me to fail to meet Student Financial Service’s Satisfactory Academic Progress

Requirement(s) not met:

___ Cumulative GPA

___ Percent Hours Attempted/Earned

___ Completion of Program within 150% of the Maximum Length

The following must be attached for a petition to be considered:

1. Student’s written explanation of the unusual circumstances
2. Student’s written explanation of corrective actions/steps to prevent future problems
3. Documentation from your academic advisor detailing your academic plan for meeting SAP standards.

Complete page 2 and submit this form and the supporting documentation to Student Central.

TO BE COMPLETED BY SAP PETITION COMMITTEE

Reviewed by: _____

Date Reviewed: ____/____/____

Comments: _____

Decision: ___ Approved ___ Denied

Decision Notification Date: ____/____/____

Date Revisions Made: ____/____/____

