**Template for Written Response to SAC**

***Delete the highlighted content prior to submission***

Click or tap to enter a date.

Student Affairs Committee

[SAC@thechicagoschool.edu](mailto:SAC@thechicagoschool.edu)

Dear Student Affairs Committee,

Please accept this document as my written response to the SAC referral I received on Click or tap to enter date of notification letter.

I was referred to SAC by Click or tap here to enter your Dept. I am writing to Choose an item.

Include brief information about your academic history, and the effect this referral has had on you.

If you agree to the allegations set forth in the referral, explain the circumstances that led to the referral:

* Provide details explaining what happened.
* Were there other circumstances occurring in your life that affected your academic or professional performance at this time?
* Describe what you have done to address the issues and what you have learned from the situation(s). Include details of services or resources you have accessed to ensure that this situation does not occur again, e.g. academic support, self-care plan.

If you disagree with the allegations set forth in the referral, explain your position:

* Provide details explaining what happened.
* Articulate why you disagree with the referral including your understanding of the institutional policies and procedures.
* Attach evidence of your position.

Thank you,

Click or tap here to enter first and last name.

Click or tap here to Student ID.

Click or tap here to enter telephone number.

Click or tap here to enter email address.

Attachments

Provide copies of documents you think are relevant to your response.