

Students placed on financial aid suspension may appeal this decision if they had extenuating circumstances that prevented them from meeting the Satisfactory Academic Progress requirements. **All applicable steps must be completed in order for your appeal to be processed. Appeals are reviewed on an ongoing basis in the order received once all required documentation has been received. Please allow for adequate review time.**

Please note that appeals must be approved before the last day of classes to be considered for financial aid for that semester.

STEP 1: Complete the online course in Blackboard titled “Initial Satisfactory Academic Progress (SAP)”.

If you have appealed previously and completed the course you do not need to complete it again.

To complete this course:

- Log into [The Q](#)
- Click on Blackboard
- Select this course under “My Courses & Communities”
- Complete the entire course until you reach the Certificate of Completion

If you are ONLY suspended for Maximum Timeframe proceed to Step 4. Otherwise, complete Steps 2 & 3.

STEP 2: Write your appeal: Write a letter or submit at the end of the Blackboard Course. Describe the circumstances that prevented you from meeting the Satisfactory Academic Progress requirements **and** explain what has changed or what plan you have put into place to ensure that you will be successful going forward. Explain any and all semesters on your transcript that contributed to you not meeting the standards.

STEP 3: Provide documentation to support the circumstances in your appeal.

Examples of documentation:

- If you experienced a medical issue, you can submit a letter from your doctor. This letter must state that your condition is now sufficiently resolved or under control and that you can attend school.
- If you suffered a death in the family, you may attach a copy of the death certificate or obituary.
- If you had a conflict with your work schedule, you may attach a letter from your employer confirming the change in your hours.
- If you had child care issues, you should attach documentation of how you previously lost child care and documentation that you now have reliable child care.

Other types of documentation are acceptable and may differ based on the reason you are appealing.

STEP 4: Complete this step if you are also or only suspended for Maximum Timeframe.

Write an appeal letter indicating which major you intend to complete and explain why you have attempted so many credits without completing your program of study. If the maximum timeframe suspension is due to an additional degree or major change, explain why you are seeking another degree or new major and how it will help you in your career and/or academic goals.