Name: ______________________________________  Student ID: ___________________

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.

☐ **STEP 1:** Identify the reason(s) for your suspension:
   - ☐ GPA
   - ☐ Completion Rate
   - ☐ Maximum Timeframe

Refer to your suspension letter or compare your academic transcript to the QCC’s Satisfactory Academic Progress policy on the Financial Aid website to identify the reason(s) for your suspension.

☐ **STEP 2:** Appeal your suspension. If you are suspended for Maximum Timeframe and GPA/Completion Rate you must complete both requirements for each appeal process. Explain any semesters on your transcript that contributed to you not meeting the standards that you have not previously appealed.

<table>
<thead>
<tr>
<th>GPA and/or Completion Rate Suspension Appeal Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ☐ Write on the back of this form or attach an appeal letter describing 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.</td>
</tr>
<tr>
<td>2. ☐ Provide documentation to support the circumstances in your appeal.*</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Maximum Timeframe Suspension Appeal Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which major do you intend to complete? __________________________________________</td>
</tr>
<tr>
<td>☐ Write on the back of this form or attach an appeal letter explaining why you have attempted so many credits without completing your program of study above. 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.</td>
</tr>
</tbody>
</table>
Name: ___________________________ Student ID: ___________________________

Be as detailed as possible. If you need additional space, please attach a separate sheet of paper.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

☐ **STEP 3:** Complete the assessment questions below.

| A. | Who on campus do you feel comfortable going to for support who can help you reach your goals at QCC? List person’s name(s) and department(s): __________________________ |
| B. | What support services at QCC do you plan to use to assist you in achieving your academic goals? |
| C. | Do you have reliable transportation to and from school? What are your transportation arrangements? |
| D. | Do you have reliable access to a computer with internet access? Yes/ No (circle one) |
| E. | What is your ideal class schedule and why? __________________________________________ |

F. How do you plan to meet the necessary time commitment to be successful in school?  
________________________________________________________________________
____________________________________________________________________________
___________________________________________________________________________

If additional information is needed to supplement this appeal, you will be notified by Qmail and/or post mail. Be sure to check your QCC email.

*I have completed all required steps of this form and certify that the information contained in this appeal is true and complete.*

Student Signature: ___________________________ Date: ___________________________