

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 a complete appeal has been submitted. 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: Write your appeal: Write a letter or send an email from your Qmail account describing the circumstances that prevented you from meeting the Satisfactory Academic Progress requirements. **You must also** 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.

If you are also or only suspended for Maximum Timeframe:

Ensure your appeal letter indicates 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.

☐ STEP 2: Provide documentation to support the circumstances in your appeal.

PLEASE NOTE: If your academic performance in Spring 2020, Summer 2020, Fall 2020 or Spring 2021 is contributing to your suspension, and your inability to meet the standards during that term was COVID-19 related, you do NOT need to provide supporting documentation for that portion of your appeal. You may simply explain your circumstance in writing and how it was COVID-19 related. You must, however, address any and all semesters that contributed to your suspension, and the semesters other than those in 2020/ 2021 must be documented.

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.