



Satisfactory Academic Progress Appeal

This appeal should be filed if you wish to request an exception to Quincy University's policy on Satisfactory Academic Progress (SAP). Submit this appeal and all supporting documentation to the Financial Aid Office. If you have any questions about completing the form, feel free to call or stop by the Financial Aid Office.

Student's Name

Social Security Number

Current Mailing Address

Current Phone Number

Email Address

Part of the appeal process is explaining the reason for the appeal. If you are filing an appeal because of your lack of progress in previous semesters, please provide us with a detailed account of your circumstances for each of those semesters. These circumstances should be extreme or unusual and should also be beyond your control. Please make sure to be specific in your explanations, incomplete information may cause your appeal to be denied. Do not include your need for financial aid as part of your explanation. It is assumed that you are filing an appeal based upon your financial need.

A second step in this process is to provide us with a detailed description of the steps you have implemented to correct the problems you were experiencing. This statement should demonstrate your commitment to achieving academic success.

The final step in the appeal process is to provide documentation to support your appeal. If your circumstances are medically related, your appeal should be accompanied by a statement from your doctor. If your appeal involves your job, a statement from your employer would be applicable. Other documentation might include a letter from a counselor, a copy of an obituary or death certificate, if your appeal involves the death of a family member, etc.

Financial Aid Office Use Only

Date: _____

- Appeal approved
- Appeal denied

Comments:

Cum. GPA _____ W's _____ Inc's _____ F's _____ D's _____