



Office of Financial Aid  
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**2018-2019 Satisfactory Academic Progress(SAP)  
 Appeal Maximum Time Frame (MTF) Exceeded**

Student Name:	Student ID#
PACE:	OSU GPA:

**If you are appealing to reinstate your financial aid for the current term, your complete appeal must be received by the end of week seven of the term.** Appeals received after week seven will be considered for future term reinstatement if possible. For your appeal to be considered you must be able to register for classes (i.e. no registrations holds; not be academically suspended). You must also be meeting both the minimum federally required cumulative OSU GPA and 67% pace of completion. Federal financial aid eligibility will not be extended to complete a minor or second degree. We advise that you should not rely on the approval of your appeal for payment of tuition and academically related expenses. Please submit your appeal to the Office of Financial Aid in-person, by fax, or by email with "SAP Appeal attached" as the subject.

This appeal does not impact the aggregate maximum amounts that are allowed for federal financial aid. Once the aggregate maximums for the Pell Grant or Ford Direct loans have been reached, no extension may be granted: [http://financialaid.oregonstate.edu/review\\_aidtypes\\_federalaid](http://financialaid.oregonstate.edu/review_aidtypes_federalaid)

**STEP 1: REQUIRED PERSONAL STATEMENT (all grade levels)** – Indicate in a **typed** letter the extenuating circumstances that prevented you from completing your degree within the allowed number of credits. Be certain to address:

- Credits that do not apply toward your current degree program. If your program does not use MyDegrees, indicate the specific courses (and total credit hours) which were successfully completed but do not apply to your current degree.
- Change of major while at OSU. If your program does not use MyDegrees, indicate the specific courses (and total credit hours) from your prior major which you successfully completed but that do not count toward your current degree program.

**STEP 2: REQUIRED PLAN FOR DEGREE COMPLETION**

<b>Instructions for Undergraduate and Post-Baccalaureate Students</b>	<b>Instructions for Graduate Students</b>
If you will need more than one term of attendance in order to graduate, you must include a current Academic Plan from your advisor. The Office of Financial Aid will accept a locked plan in MyDegrees (Advising Session Plan) with supporting comments from your academic advisor as sufficient documentation. Your academic advisor must specify in comments the total number of credits required for you to complete your first degree. <b><u>The advisor locked plan must include all currently enrolled coursework and exclude any coursework required to complete a minor or second degree.</u></b> Your academic advisor may submit a paper plan including all requirements stated above and cover letter in lieu of using MyDegrees.	Graduate students exceeding maximum time frame are not required to submit an academic plan, but <i>must include with their appeal a letter from their graduate program head</i> indicating that they are making satisfactory progress toward their degree <b><u>and</u></b> specify the term in which they are expected to complete their program.

I have attached the required personal statement and completed an Academic Plan, if needed, for my appeal. By signing below, I understand that submission of this appeal does not guarantee approval and that I will receive my appeal decision by email to my ONID email address.

\_\_\_\_\_  
 Student Signature Date