



## 2017-2018 Satisfactory Academic Progress (SAP) Appeal

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. Please see the back of this form** for important additional information regarding the processing of your appeal.

**STEP 1: REQUIRED** – Select one or more that apply to you and provide supporting documentation.

Reasons for Appeal:	Documentation/Acceptable supporting statement:
<input type="checkbox"/> Personal illness or Injury/mental health issue	If your condition prevented you from attending and/or completing class work, provide evidence from a health care professional. A medical statement indicating that you are able to return to school at this time may be requested.
<input type="checkbox"/> Illness or injury of a family member requiring your care	Your family member's health care professional may provide a statement that your assistance or attendance was expected.
<input type="checkbox"/> Death of a family member	Tell us how you were related and provide a copy of the obituary, funeral announcement or death certificate if accessible.
<input type="checkbox"/> Other circumstances beyond your control	Provide documentation to support your statement if applicable. (Examples: poor choice of major, living arrangement, or time management; insufficient information about resources; struggles transitioning into OSU from high school or community college;etc.)
<input type="checkbox"/> Now meeting SAP policy	If already meeting the required GPA/Pace skip steps 2 and 3 unless you had 2 terms in the past year where no credits were completed or you were previously suspended. The Step 2 statement letter is required in those cases.

**STEP 2: REQUIRED** – Attach Statement Letter

I have attach a typed letter of explanation regarding your circumstances. Briefly describe the events that affected your academic performance and explain your plan to remedy the situation. You must **specifically** address how your circumstances have changed to ensure success in future terms.

**STEP 3: REQUIRED** – Indicate below your plan to reach Satisfactory Academic Progress policy standards: **(check one)**

I will meet the Financial Aid SAP policy standards by the end of the term for which I am requesting reinstatement. Use My Degrees and the instructions on the back of this form to determine if meeting SAP policy in a single term is a reasonable expectation. If, based on prior term performance, our office determines more than one term is needed, your appeal will be considered incomplete. **An incomplete appeal will delay processing and may result in the denial of your appeal.**

-OR-

I will need more than one term to reach the Financial Aid SAP policy. **In this case a multi-term My Degrees plan locked by your academic advisor is required.** (See "Building an Academic Plan for Financial Aid Purposes" on the reverse of this form for further details.)

I have attached the required documentation 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

## Important Information About Appeal Processing

Appeal processing may require multiple weeks. Additional time will be required if your appeal is incomplete (missing an academic plan, requires further documentation, or includes an insufficient statement). You will be notified by email when the appeal has been processed or if additional information is required. Appeals submitted for the current term will only be considered if the complete appeal is received by the end of week seven. To have your appeal reviewed, you must have a current year FAFSA on file and able to register for classes. You are advised not to rely on the approval of your appeal for payment of tuition and academically related expenses. Appeal approval cannot be not guaranteed. If you are facing hardship this term and need any additional non-financial aid assistance, there is help available through Office of Student Life. More informational also be found on their webpage: [studentlife.oregonstate.edu/](http://studentlife.oregonstate.edu/)

## Building an Academic Plan for Financial Aid Purposes (2 Steps)

The SAP policy requires undergraduates to be meeting a pace toward completion of their degree of 67% or better (your pace is overall earned hours divided by overall attempted hours) and a cumulative OSU GPA of 2.0 or better. The full text of the policy is available at: [financialaid.oregonstate.edu/review\\_satisfactoryacademicprogress](http://financialaid.oregonstate.edu/review_satisfactoryacademicprogress).

### Step 1 – Instructions for Student to Make a Preliminary MyDegrees Plan

First, view your SAP standing by going to the Financial Aid section of My OSU. The information you need may be found in **MyOSU under Financial Aid>My Eligibility>Academic Progress**.

Second, use MyDegrees to create a plan that includes the current term and spans the number of terms required for you to meet SAP requirements. If your OSU GPA is below 2.0 use the GPA Advice Calculator in MyDegrees. This tool will help determine how many credits you will need in order to raise your OSU GPA to 2.0. Once you have determined how many credits are needed, you can create an academic plan.

Students not meeting the pace requirement of 67% will need to create an academic plan for pace. Keep in mind that repeating courses that you have already passed with a D- or better will negatively impact your pace of completion. Calculate the number of credits based on the formula:  $\text{Overall Earned Credits} / \text{Overall Attempted Credits} = \text{Pace of Completion}$ .

Third, contact your academic advisor. Your academic advisor may schedule an appointment to meet with you, or may work with your proposed plan and goals in MyDegrees. Once your academic advisor has locked the plan in place, submit your written appeal to the Office of Financial Aid. Please Note: if your current term enrollment changes after your academic plan has been locked your appeal will be considered incomplete. More information on how to create a MyDegrees plan may be found here: [oregonstate.edu/registrar/video-tutorials](http://oregonstate.edu/registrar/video-tutorials)

### Step 2 – Instructions for Academic Advisors to Approve and Lock Finalized MyDegrees Plan

The advisor-locked MyDegrees plan should include the current term's enrollment and span the number of terms required for the student to meet SAP or graduate. If the plan is for Pace or GPA, the corresponding comments should note the grades that will be required for each term in order to meet SAP and should identify any repeated coursework (retaking courses that were previously passed with a D- or better will count against the student's pace of completion).

Be sure to leave a comment regarding if you believe the student will be able to meet the terms of the plan. This information may also be submitted to our office in a direct a letter. Academic advisors may alternatively submit a paper plan in lieu of using MyDegrees, as long as all required components indicated above are included.

**Note:** Graduate students that do not use MyDegrees for their program should contact their graduate program head for supporting documentation in the event of an appeal that requires more than one term to satisfy SAP requirements.