

OSU-Oklahoma City

Financial Aid & Scholarships
(405) 945-8646 or (405) 945-8681

900 N. Portland Avenue
Oklahoma City, OK 73107

SATISFACTORY ACADEMIC PROGRESS APPEAL

It has been determined that you are not making satisfactory academic progress toward graduation. Students that fail to meet the minimum standards of our Satisfactory Academic Progress Policy are not eligible for federal and state financial aid. OSU-OKC Satisfactory Academic Progress Policy permits one appeal of GPA/PACE and one for the maximum timeframe. Second appeals based on the same extenuating circumstances *are not permissible*. By submitting this appeal, you are requesting consideration for your extenuating or unforeseen circumstances (extended illness, death in family, divorce, etc.) in order to become eligible for financial aid again.

Review our Satisfactory Academic Progress policy at <http://www.osuokc.edu/financialaid/sap>

THE FOLLOWING STEPS WILL BE FOLLOWED IN DECIDING YOUR APPEAL:

The Financial Aid Appeals Committee will review your appeal, evaluate your academic record, and determine if extenuating or unforeseen circumstances exists. The committee will also determine if the circumstances that contributed to your failure to meet the academic progress requirements have changed so that you can be successful in your next semester of enrollment. The Financial Aid Office will notify you of the Financial Aid Appeals Committee's decision. The committee's decision is final.

- If approved, you may be required to make an appointment with a Student Success Advisor to develop an individual Academic Plan designed for you to follow in order to ensure your continued academic progression toward graduation. The terms of the Academic Plan, if necessary, will be discussed at that time. Students on an Academic Plan must meet the terms of your Academic Plan.
- If not approved, you will not be eligible for financial aid from the Federal Title IV Programs and some state aid programs such as OTAG and Oklahoma's Promise.

INSTRUCTIONS:

1. **DEADLINE:** The deadline to submit an appeal request is as follows:

Fall – November 1st

Spring – April 1st

Summer – July 1st

2. **Appeals for prior semesters are not be granted consideration.** Students submitting appeals during peak busy seasons (such as the beginning of a semester) must be prepared to pay for tuition, fees, books, and other educational expenses until you receive a favorable appeal decision.
3. Complete and return the attached *SATISFACTORY ACADEMIC PROGRESS APPEAL FORM (page 2 of this form)*. Print legibly in ink. If you need additional space to explain your circumstances, please write, "see attached" on lines and provide a signed, dated, and typed statement.
4. **Be sure to attach any required documentation.** You will not be granted an opportunity to submit additional documentation if the committee denies your appeal. The decision is final.
5. Return all required forms to: Financial Aid & Scholarship Office, OSU-Oklahoma City, 900 N. Portland Avenue, Oklahoma City, OK 73107 or to Student Center, Suite 100.
6. You should allow 10-15 business days for a decision concerning your appeal. Decision notification will be mail.

**Oklahoma State University-Oklahoma City
Financial Aid and Scholarships Satisfactory Academic Progress Appeal**

NAME _____

SSN/CWID _____

PHONE NUMBER () - _____

Please indicate why you are submitting this appeal (mark all that applies):

GPA Completion Ratio

Which semester are you appealing for eligibility?

Fall semester _____

Spring Semester _____

Summer Semester _____

What is your current degree (major)? _____

What is your anticipated graduation date? _____

Your responses to the following questions are required:

1. What extenuating circumstances kept you from meeting the Satisfactory Academic Progress requirements? Indicate the reasons. Examples of extenuating circumstances are hospitalization or extended illness, divorce, death of an immediate family member, etc. You must attach documentation to support your claim of extenuating circumstances when appropriate (Example: letter confirming medical treatment, confirmation of death in the immediate family, divorce decree, etc.)

2. What changes have occurred that will enable you to meet the Satisfactory Academic Progress requirements? Explain in detail:

Signature _____

Date _____

