



Tuition Scholarship and/or Financial Aid Satisfactory Academic Progress Appeal

Please Use Black or Blue Ink

OSU Banner ID
("A" plus 8 digits)

Student Name:

A									
---	--	--	--	--	--	--	--	--	--

This is an appeal form for financial aid and scholarship eligibility only. Students who are also academically suspended from OSU must complete the academic appeal process and be approved to enroll again at OSU before the financial aid and scholarship appeal will be reviewed by the Financial Aid Faculty Appeals Committee.

Loss of Eligibility Being Appealed (check all that apply):

- Federal/State Financial Aid:
 - Did not meet GPA requirement.
 - Did not meet Pace (hours completed as a percentage of hours attempted) requirement.
 - Exceeded maximum number of hours attempted for degree completion (you **must also include the Remaining Hours Required for Degree Completion Form**, completed and signed by your advisor).
- OSU Tuition Waiver/Cash Scholarship:
 - Did not meet GPA requirement.
 - Did not meet total hours earned for the year requirement.

Basis for Appeal (check all that apply):

- Death of immediate relative.
- Injury or serious illness of student.
- Cognitive or physical disability.
- Other special circumstance(s).

Reason for Appeal and Resolution: Your appeal must address both of the following:

1. **Reason for Appeal.** Outline the specific circumstances that have caused you to become ineligible for aid. Be sure that your explanation is supported by the documentation you submit.
2. **Resolution.** Explain what has changed in your situation that will allow you to meet the academic progress requirements at the next evaluation.

Documentation:

- **You must include any documentation that supports your appeal.** For example, if your appeal is based on a medical condition or cognitive or physical disability, statements from your physician or hospital would be advised. A death in the family might be documented with a copy of an obituary or death certificate. Traffic accidents might be documented with specific police reports. These are only examples, not an exhaustive list.
- If you have other academic work that is not reflected on your OSU transcript, you must provide a transcript from those other institutions. **If you have exceeded the maximum number of hours attempted for your degree program, you must also include the Remaining Hours Required for Degree Completion Form, completed and signed by your advisor.**
- Appeals will not be considered until all required forms/documentation have been submitted. If you do not submit supporting documentation, your appeal may be denied due to lack of documentation. OSU ensures the privacy and safeguarding of all financial aid information submitted.

Notification of Appeal Decision:

The notification of the Appeals Committee decision will be communicated through your official OSU email address. If you do not currently have an OSU email account, the decision will be mailed to the address listed above.

-Form Continued on Next Page-

Organization of the Appeal:

Attach a separate sheet to explain the following:

- Explain, in your own words, the circumstances that led to your failure to meet the academic progress requirements. Be specific about the dates of events and refer to the documentation you will attach.
- Explain how the circumstances you described above have improved, and/or what adjustments you have made, and/or what assistance you are receiving that will allow for your academic success in the upcoming enrollment period.
- **If you have exceeded the maximum number of hours attempted for your degree program**, and have not completed your degree, please explain the reason(s). Address transfer hours, changes of major, and any other issues relating to your progress toward graduation. Be sure to also submit the Remaining Hours Required for Degree Completion Form, completed and signed by your academic advisor.

Certification Statements:

Federal/State Financial Aid Appeals: I fully understand that, should this appeal be granted, I may be placed on financial aid probation with the receipt of financial aid for subsequent semesters contingent upon my academic performance during the probationary period.

I furthermore understand that should this appeal be granted, I may be required to complete the requirements of an academic plan prescribed by the Faculty Appeals Committee, and that my inability to meet those requirements will prevent my receipt of additional federal/state aid.

OSU Tuition Waiver/Cash Scholarship Appeals: I fully understand that the tuition scholarship programs do not have a probationary period. If this appeal is granted it does not constitute a permanent waiver of my scholarship renewal criteria for future years. I also understand that this appeal process has no impact on my college or departmental scholarships.

By signing this document, I am certifying that everything I have stated is true. In addition, the documentation included is accurate to the best of my knowledge. Should the committee find anything provided in support of my appeal to be inaccurate, I understand that my appeal will be denied.

Student's Name (Please Print)

Student's OSU Banner ID

Student's Signature (*electronic signatures not acceptable*)

Date

Please refer to our Satisfactory Academic Progress FAQ's at <http://financialaid.okstate.edu/faq/sap>, or the award information you received for your specific scholarship, for more information about academic progress requirements.

Return this form, appeal reasons, and all documentation to:

OSU Office of Scholarships & Financial Aid
119 Student Union, Stillwater OK 74078-5061
FAX: 405-744-6438
Email: finaid@okstate.edu