



OHIO
UNIVERSITY
Financial Aid

Satisfactory Academic Progress (SAP) Appeal Form Athens Campus 2011-2012

Office of Student Financial
Aid and Scholarships
Chubb Hall 020
Athens, OH 45701-2979

T: 740.593.4141
F: 740.593.4140
financial.aid@ohio.edu
www.ohio.edu/financialaid

The Office of Student Financial Aid and Scholarships has established an appeal process to review all financial aid appeals related to Satisfactory Academic Progress (SAP). Any student who wishes to appeal his/her ineligible status for financial aid due to SAP should read and complete the attached materials.

DEADLINE: An appeal form with all appropriate documentation must be submitted no later than the **21st day of classes** of the quarter for which student financial aid is being requested (contact the OSFAS for specific dates). Appeals that are submitted after the 21st day of classes will be held for the next term.

PROCEDURE:

- Schedule an appointment to meet with your academic advisor or dean's office representative to discuss your appeal and to obtain the required advisor's statement and signature **before** submitting your appeal. Without the required advisor's information, the appeal will not be reviewed and will be returned to the student.
- Fully complete the appeal form. Documentation to support your appeal is **required**. Any appeal received without documentation will be returned.
- Submit your appeal to the Financial Aid Office at the address or fax number provided above. All appellants will receive an email response at their Ohio University email address no later than 10 business days after submitting all necessary information.

GUIDELINES:

- Federal regulations govern SAP policies and procedures. SAP appeals may only be approved for the following reasons:
 - several physical or mental illness experienced by the student
 - several physical or mental illness experienced by the student's immediate family
 - death in the student's immediate family
- If you have experienced one or more of the above-mentioned circumstances within the timeframe that your academic performance did not meet SAP standards, your appeal will be considered. These circumstances do not guarantee approval.
- Appeal decisions are final and cannot be further appealed. If your appeal is denied, you will be ineligible for financial aid until you have resolved all SAP deficiencies.

NOTE: If you have been suspended from your college, this appeal will not result in an academic reinstatement. A separate appeal process is necessary. Please contact your college dean's office for more information on reinstatement to your program of study.

COMPLETED BY STUDENT:

Name: _____ PID: _____

Ohio University Email: _____ Last quarter of attendance at Ohio University: _____

For which quarter(s) are you requesting financial aid reinstatement? Please circle all that apply.

Summer Fall Winter Spring

Attach a separate sheet explaining in detail the specific academic, medical, and/or emotional difficulties that caused your failure to meet SAP requirements. Provide documentation for all reasons listed. Additionally, provide the following in your statement when appropriate:

- If you failed to maintain a satisfactory GPA and/or meet the minimum completion percentage requirement, please state why you believe it is possible for you to improve upon your past academic performance and what corrective action have you taken to perform satisfactorily in future enrollment.
- If you have failed to complete your degree within the allotted time frame, please complete the "Timetable of Remaining Coursework". In your statement, explain why it has taken you longer than the allotted timeframe to complete your degree and when you expect to graduate.

I certify that all information submitted in this appeal is true and accurate.

Student's Signature: _____ Date: _____

Ask your faculty advisor, dean, or administrative staff member who is aware of your situation to complete the appropriate statement below and provide comments relevant to this appeal.

COMPLETED BY ADVISOR: This form will be in the student's financial aid file, available for student review.

I support this appeal because: _____

Please outline future steps the student will take to ensure satisfactory academic progress: _____

Please print or type the following information:

Faculty/Staff Name: _____

Title: _____

Department: _____

Campus Phone Number: _____

Faculty/Staff Signature: _____ Date: _____

Return this completed form to the Office of Student Financial Aid and Scholarships, 020 Chubb Hall or fax to (740) 593-4140.

