



Financial Aid and/or Tuition Scholarship Satisfactory Academic Progress Appeal

Student Name _____

Student ID # _____

STUDENT PORTION

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.

The reason I am on Financial Aid Suspension (check all that apply):

- GPA
- Pace/Completion Rate (hours completed as a percentage of hours attempted)
- Remaining Hours for Degree Completion
- OSU Tuition Waiver/Cash Scholarship:
 - Did not meet GPA requirement.
 - Did not meet total hours earned for the year requirement.

Reason for Appeal and Resolution: Your typed statement *must* address *both* of the following:

1. **Reason for Appeal:** Explain the circumstances that led to your failure to meet the requirements. (If this is your 2nd or subsequent appeal, your circumstances must be different from your previous appeal).
2. **Resolution.** Explain what steps you have or will take to address these circumstances and how you will manage similar circumstances in the future.

Examples of Circumstances	Examples of Supporting Documentation
Your own mental and/or physical health, injury or disability	Documentation from a medical provider
Death of a family member or significant person in your life	Copy of an obituary or death certificate
Illness, accident or injury of a significant person in your life	Documentation (doctor's statement, police report, etc.) related to the individual for whom you were providing care or support
Other special circumstances	Police reports, letters from those involved in the circumstances
COVID-19 Disruption (illness of student or family member, compliance with a quarantine period, general disruption resulting from such an outbreak)	Medical documentation, personal statement

- If you have other academic work that is not reflected on your OSU transcript, you must provide a transcript from those other institutions.
- 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 and personal information submitted.

Checklist (make sure all of the following documents have been submitted with your appeal):

- Appeal form (front and back)
 - Make sure your advisor has completed their portion AND signed it. ***If appealing for Tuition Waiver/Cash Scholarship ONLY, you DO NOT need to have the advisor portion completed.**
- Detailed explanation of reason for appeal and resolution (typed and signed)
- Supporting Documentation
- Degree Works Audit (**UNDERGRADUATE STUDENTS ONLY**): Go to my.okstate.edu and log in, click on the Degree Works icon. Be sure to click on "Process New" and the most updated audit will populate, do this before printing a copy.

Certification Statements:

By submitting this appeal, I certify that the information contained in this appeal is correct to the best of my knowledge. I acknowledge that decisions on appeals are made on a case-by-case basis and the decision of the Faculty Appeals Committee is final. I understand I will be notified by email of the appeal decision. I understand that if my appeal is approved, my academic progress will reviewed at the end of each semester and that any failure to meet the conditions of an academic plan prescribed by the Committee will result in the loss of my financial aid eligibility.

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.

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

Date

Please refer to our Satisfactory Academic Progress policy at <https://go.okstate.edu/scholarships-financial-aid/types-of-aid/eligibility-for-federal-state-aid/satisfactory-academic-progress.html>, or the award information you received for your specific scholarship, for more information about academic progress requirements.

ADVISOR PORTION *If appealing for Tuition Waiver/Cash Scholarship ONLY, you DO NOT need to have your advisor complete this portion.

Academic Plan: _____
Degree Major Option (if applicable)

Anticipated Graduation: _____
Semester Year

Student needs _____ hours, which equates to _____ semesters to complete their degree.
Calculate beginning with the upcoming semester. *DO NOT include hours for a minor.*

Student's overall/cumulative GPA: _____ Required graduation GPA: _____

Hours earned/hours attempted: _____/_____ = a completion rate % of _____.

NOTE: If appealing for Remaining Hours for Degree Completion, why does the student need to take additional hours to satisfy degree requirements? Example: Lost hours through transfer, change of major, seeking second bachelor's degree, etc.?

Name of Advisor (please print or type)

Academic Department

Signature of Advisor

Phone/Email

Date

Return to: Office of Scholarships and Financial Aid | 119 Student Union | Stillwater, OK 74078-5061 |
Phone: 405.744.6604 | Fax: 405.744.6438 **OR** Upload to your Self-Service Portal