

OSU-Oklahoma City

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

900 N. Portland Avenue
Oklahoma City, OK 73107

SATISFACTORY ACADEMIC PROGRESS EXCESSIVE HOURS 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 financial aid. You may submit one appeal if you have not exceeded the maximum number of appeals permitted by the OSU-OKC Satisfactory Academic Progress Policy. The policy permits one appeal of GPA/PACE and one appeal of the maximum timeframe. Back to back appeals based on the same extenuating circumstances are not permitted. By submitting this appeal, you are requesting that your extenuating or unforeseen circumstances (extended illness, death in family, divorce, etc.) be considered so that you may be reinstated on financial aid probation. You must also indicate what has changed that will enable you to meet the academic standards at the next evaluation of your progress.

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

THE FOLLOWING STEPS WILL BE FOLLOWED IN DECIDING YOUR APPEAL:

The Financial Aid Appeals Committee will review your written appeal request, evaluate your academic record, and determine if extenuating or unforeseen circumstances existed. 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 your appeal is 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 your appeal is 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
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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.
2. 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.
3. **Be sure to attach any required documentation.** If the committee denies your appeal, you will not be permitted to submit additional documentation at a later date. The committee's decision is final.
4. **You are required to submit a Degree Audit, evaluated by an authorized University official, i.e. Academic Division or Advisor, AND the Remaining Credit Hours Extension Form (<https://osuokc.edu/financialaid/forms>) along with your Appeal Request. You must document in your appeal why it is taking you longer than the maximum timeframe to complete your degree.** An example of an extenuating circumstance, which may cause a student to exceed the maximum timeframe, is taking several prerequisites to prepare the student for his/her degree program, changes in major, etc.
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 Excessive Hours Appeal Request Form

NAME _____

SSN/CWID _____

PHONE NUMBER (____) _____ - _____

In addition to excessive hours, please indicate if you are deficient in either of the below areas (mark all that apply):

GPA Completion Ratio

Which semester are you appealing for eligibility?

Fall semester _____

Spring Semester _____

Summer Semester _____

Are you seeking an OSU-OKC Degree? Yes No If yes, list Degree/Major: _____

Do you have a previously earned degree? Yes / No If yes, what type? _____

What is your anticipated graduation date? ____ / ____ / ____

Degree Program	Maximum Hours Allowed
Certificate Program	36-51
Associate's Program	126
Bachelor's Program	186

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? If you are excessive due a previously earned degree, please explain why you are obtaining another degree. Explain in detail:

Signature _____

Date _____