



2010-2011 ACADEMIC YEAR
SAP APPEAL FOR ADDITIONAL MAXIMUM TIME FRAME HOURS
For Satisfactory Academic Progress

STUDENT: _____ **OSU ID#** _____

Use this form if you are appealing the cancellation of your financial aid only due to going over the maximum time frame for your program of study. Appeals for all other circumstances or combinations of circumstances must be submitted on the *Appeal of Satisfactory Academic Progress* form. Before completing and submitting this appeal, please review the SAP policy to ensure you have met the necessary requirements. Lack of knowledge of the policy will not be grounds for the approval of an appeal. For more information please see <http://sfa.osu.edu/howtokeepit/>, and then click on the SAP tab.

REQUIREMENTS FOR COMPLETING THE APPEAL PROCESS

- **Attach a detailed explanation** as to the circumstances that have resulted in the current excessive unit situation (e.g. EM credits, transferred units that were not accepted toward current degree, dual degree, pursuing a double major, pursuing a minor, pursuing a second undergraduate or graduate degree, changed major, etc.)
- **Meet with your advisor to complete the enclosed *Academic Timeline Form*.** This form is required and must be completed with an academic advisor or dean in your college office. If you are pursuing a double major or dual degree, please have an academic timeline completed for each major.
- **Meet with a Student Services Specialist** in the Student Consolidated Services Center (located in the Student Academic Services Building at 281 W. Lane Ave), or a financial aid counselor if you attend an extended campus, to review your appeal. The appeal **must** be signed by the specialist/counselor prior to submitting the appeal to SFA. Failure to obtain the required supporting signature will delay the processing of your appeal.

This appeal and all supporting documentation must be submitted to the Office of Student Financial Aid by the following deadline dates in order to be reviewed prior to the start of the quarter:

Summer Quarter: May 14 **Autumn Quarter:** August 6

Winter Quarter: December 3 **Spring Quarter:** February 18

Appeals received on or before the second Friday of the quarter will be reviewed to receive aid for the current quarter.

Appeals received after the second Friday of classes will be reviewed to receive aid for the following quarter.

Fee Payment deadlines will not be extended and late fees will not be waived while your SAP Appeal is being reviewed.

You are responsible for making full payment of your fees by the due date.

CERTIFICATION STATEMENT

I have read the requirements for completing the appeal process and certify that all of the information I have provided is true and complete to the best of my knowledge. If necessary, I agree to provide further proof of the information that I have submitted.

Student Signature

Date

Student Services Specialist/Financial Aid Staff Signature (Please print name also)

Date

**2010-2011 ACADEMIC YEAR
 APPEAL OF SATISFACTORY ACADEMIC PROGRESS (SAP) DETERMINATION
 Appeal for Additional Maximum Time Frame Hours**

STUDENT: _____ OSU ID# _____

Academic Timeline

Must be completed with an academic advisor or dean in the student's college office

Complete an academic projection for this student's next four terms (required)

(Can be fewer than 4 terms only if the student will graduate in fewer terms)

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To graduate with a _____ in _____, the student must complete _____ additional hours.
 (degree) (major)

Advisor/Dean Verification (required)

Advisor/Dean Signature: _____ Date: _____

Advisor/Dean Name (print): _____

Email: _____ Phone: _____

Preferred method of contact: Email ___ Phone ___