



## 2010-2011 Request for Mid-Year Review of Satisfactory Academic Progress

STUDENT NAME: \_\_\_\_\_

OSU ID#: \_\_\_\_\_

### WHEN TO USE THIS FORM

Use this form if you are appealing the cancellation of your financial aid and you are now meeting the standards for Satisfactory Academic Progress. Appeals for all other circumstances or combinations of circumstances must be submitted on the *Appeal of Satisfactory Academic Progress* form or the *Appeal for Additional Time Frame Hours* 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

- **Submit a detailed explanation below** as to the circumstances that have resulted in the request to have your status reviewed at this time (GPA is now meeting requirement or completion rate is now meeting requirement).
- **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 and to complete the information below. The appeal **must** be signed and completed 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.

Reason for request to review status at this time:

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Current GPA: \_\_\_\_\_

Current Completion Rate: \_\_\_\_\_

Current number of hours toward maximum time frame: \_\_\_\_\_

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