



Satisfactory Academic Progress Student Appeal Form

OFFICE OF FINANCIAL AID

Purpose of this Form

Owens Community College students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP) standards.

Students are considered to have an eligible SAP status if they:

- Maintain the required cumulative grade point average (CGPA) of 2.0 or better.
- Satisfactorily complete enough credit hours to have a pace of completion of 67.0% or higher.
- Will graduate within 150% of the credit hours required to complete their academic program.

To view the complete Satisfactory Academic Progress policy, please go to www.owens.edu/financial_aid/progress_policy.

A student with **unforeseen, documentable extenuating circumstances** who has been denied financial aid based on his/her SAP status has the right to appeal in writing by following the instructions on this form.

The Office of Financial Aid is only able to consider appeals based on **unforeseen, extenuating circumstances** that prevented you from meeting the SAP standards listed above.

Deadline

An appeal **will not** be considered for the current semester after the **third** week of the full semester.

Students who are applying for academic readmission must submit the Satisfactory Academic Progress Student Appeal Form and all supporting documentation by the academic readmission application deadline.

Instructions

1. After meeting with an Oserve Advocate, complete the Satisfactory Academic Progress Student Appeal Form.
2. Attach your typed statement and documentation to the appeal form.
3. Keep a copy of this form and all documentation for your records.
4. Submit the completed appeal form, statements and documentation. The form and all documentation must be submitted together, rather than separately; otherwise your appeal will be denied.

In person: Student Service Center

Fax: (567) 661-7808

Mail: Student Service Center
Owens Community College
P.O. Box 10,000
Toledo, OH 43699-1947

Upload: From the Ozone **Financial Info** tab, select **View Financial Aid Details**, then **Student Requirements**. Follow the instructions listed.

Monitoring the status of your appeal

It may take up to 15 working days after a complete appeal is submitted to the Student Service Center before a decision is made. Students' appeals will be reviewed in the order they are received based on the date that all required documentation was submitted. If a decision has not been made on your appeal by the time classes begin, it is your responsibility to pay your balance in full or discuss your payment options with the Student Service Center; otherwise, you could be dropped from your registered classes for non-payment.

You will receive written notification of the decision made on your appeal. The status of your appeal can also be viewed on Ozone.

To check on the status:

1. Log into **Ozone** at ozone.owens.edu
2. On the **Financial Info** tab, click the **View Financial Aid Details** link which is listed in the **Financial Aid Summary** section.
3. Click on **Student Requirements** to check if your appeal has been reviewed. Below is a listing of what each status means:

Received, not yet reviewed: Your appeal has not been reviewed.

Incomplete: The appeals committee is requesting additional information from you before a decision can be made. You have an active message in Ozone that tells you what additional information is needed to review your appeal. You may also contact the Student Service Center for details.

Completed: Your appeal has been reviewed.

Once your appeal has been reviewed, go back to the **Satisfactory Academic Progress** page to view your status. Below is a listing of what each appeal status means:

SAP Probation: Your appeal has been approved. Your eligibility to receive grants and loans has been reinstated. You must follow all of the stipulations listed in the appeal approval notice.

SAP Ineligible: Your appeal was not approved based on the information you provided. You are ineligible to receive federal financial aid (which includes grants, work study, and loans), the Ohio College Opportunity Grant, Owens Community College Grant, and some other forms of aid. If you intend to continue enrollment at Owens Community College, you must pay your bill without this aid.

Questions?

If you have any questions, please contact the Student Service Center at (567) 661-2387, contact your Oserve Advocate, or email oserve@owens.edu.



OWENS
COMMUNITY COLLEGE

**Satisfactory Academic Progress
Student Appeal Form**
OFFICE OF FINANCIAL AID

Please Print

Name _____ OCID _____

Date of Birth _____ Telephone # _____

Which term will you be attending next? (check one) Fall semester Spring semester Summer semester

What is your current major _____ Expected graduation date _____

Section A. Complete this section if you are submitting an appeal to request an extension of the 150% maximum timeframe.

- 1. Attach a typed statement which explains** why you have not yet completed your program or indicate if you are working on a second associate's degree.
- 2. Provide an academic plan** that provides a list of the classes you still need to take at Owens, broken down by the semester(s) you will be taking those classes and showing your expected completion date.
- 3. Provide a copy of a recent degree evaluation.** In Ozone, go to the **Academic Info** tab. In the **Education Planning** section, select **Degree Evaluation** and follow the prompts.

If this is the only reason for which you are submitting an appeal, continue to Section C. However, if your cumulative GPA is below 2.0 or your pace of completion is below 67.0%, continue to Section B.

Section B. Complete this section if your cumulative GPA is below 2.0 or your pace of completion is below 67.0%.

Special instructions for Spring 2020

If you are no longer meeting Satisfactory Academic Progress because you were unable to successfully complete Spring 2020 classes as a result of a circumstance related to the COVID-19 coronavirus, please submit this appeal with a written statement regarding your situation. Additional documentation is not required in most cases.

- 1. List each semester in which you did not have a pace of completion of 67.0% or more, or in which you did not have a 2.0 semester GPA, and indicate the circumstance.**

Students are highly encouraged to speak with an Oserve Advocate to make sure that all required semesters are listed. Failure to include an explanation and documentation for all semesters in which SAP requirements were not met will result in a denied appeal.

Semester (including year): _____

Circumstance: _____

Documentation attached

Semester (including year): _____

Circumstance: _____

Documentation attached

Semester (including year): _____

Circumstance: _____

Documentation attached

Semester (including year): _____

Circumstance: _____

Documentation attached

List additional semesters on a separate page, if needed.

2. Attach a typed statement which explains the following:

- What were the unforeseen extenuating circumstances that occurred during **each semester listed above** which prevented you from successfully completing all of your classes. The statement must clearly show that the situation was unforeseen and beyond your control.
- What has changed that will allow you to successfully complete all classes in the future.

Appeals submitted without the required typed statement will be denied. The statement must clearly explain how the extenuating circumstances impacted you in each semester listed.

3. Attach documentation which confirms the circumstance you indicated.

Provide documentation which verifies the unforeseen extenuating circumstances that occurred during **each semester listed above**. All statements from other individuals or organizations must be on **professional letterhead or notarized**. Additional documentation may be requested when your appeal is reviewed.

The appeals committee will only review the materials that you provide; therefore, it is your responsibility to provide adequate documentation to support the circumstances as described within your appeal. **Appeals submitted without supporting documentation may be denied.**

Continue to Section C.

Section C. Certification and Signature

The information provided on this form, in my written statement and all accompanying documentation, is accurate and complete to the best of my knowledge. I agree to provide additional documentation if requested by the Office of Financial Aid.

If my appeal is approved, I understand that I must meet the following criteria for each semester until I am in good standing according to the Satisfactory Academic Progress policy:

1. Successfully complete all the courses attempted during the semester with no withdrawals from classes (including withdrawals after the financial aid freeze date, even if the class has not started), or a final grade of "F" (failing), "I" (incomplete), "WD" (withdrawn), "AUDIT", "F/NC" (failing), "PR" (progress) or "NGR" (no grade reported).
2. Maintain a semester grade point average of 2.0 or higher.
3. If requesting an extension of the 150% maximum timeframe, successfully complete my degree or certificate within the date listed on my appeal, by following the academic plan and timeframe provided in my appeal.
4. Follow any other stipulations listed in the appeal approval notice.

Student Signature

Date