### STUDENT APPEAL FORM

**SATISFACTORY ACADEMIC PROGRESS**

Students receiving federal financial aid are required to maintain Satisfactory Academic Progress (SAP) according to federal regulations. The Satisfactory Academic Progress Policy includes three academic standards that a student receiving federal financial aid must meet. The policy requires:

1. Maintaining the required cumulative grade point average (CPGA).
2. Successful completion of at least 67% of total credit hours attempted.
3. Completion of the degree or certificate within 150% of the credit hours required for the program.

   For an Associate’s degree, a student is eligible for federal financial aid for up to 108 credit hours attempted. For a certificate program, a student is eligible for federal financial aid for up to 45 credit hours attempted.

If your eligibility for federal financial aid has been terminated because you were not meeting one of the requirements of the Satisfactory Academic Progress Policy, you have the right to appeal that termination. The Office of Financial Aid will consider appeals based on extenuating circumstances that prevented you from successfully completing your last semester of attendance.

**To appeal the termination of your federal financial aid eligibility:**

- Complete the Satisfactory Academic Progress Appeal form.
- Provide written explanation of the extenuating circumstance(s) that occurred during your prior semester of attendance that prevented you from successfully completing all of your classes.
- Provide supporting documentation. The appeals committee will only review the materials that you provide, therefore, it is your responsibility to thoroughly document your appeal. *Appeals submitted without supporting documentation could take longer to review.*
- An appeal will not be considered for the current semester after the sixth week of class.
- You will receive written notification of the decision made on your appeal by the Satisfactory Academic Progress Appeals Committee. If you do not agree with the decision, you can request to meet with the Appeals Committee. The status of your appeal can also be viewed on Ozone. Please see the back of this page for information.

**It may take up to 15 working days after an appeal is submitted to the Office of Financial Aid before a decision is made. If a decision has not been made on your appeal by the time classes begin, you will have to make payment arrangements with the Office of the Bursar or you could be dropped from your registered classes for non-payment.**

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Office of Financial Aid  | Toledo-area Campus  | Findlay-area Campus  
Owens Community College  | (567) 661-7343 or  | (567) 429-3540 or  
P.O. Box 10,000  | 1-800-GO-OWENS, ext. 7343  | 1-800-GO-OWENS, Ext. 3540  
Toledo, OH 43699-1947  | Fax: (567) 661-7344  | Fax: (567) 429-3083  

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Checking on the status of your appeal on Ozone

An appeal may take up to 15 working days to be reviewed by the Financial Aid Satisfactory Academic Progress Appeals Committee. You may check on the status of your appeal on Ozone.

To check on the status:
1. Log into Ozone at https://ozone.owens.edu
2. Click on the Financial Aid link
3. Click on My Eligibility

On the My Eligibility page, you will want to first click on Students Requirement 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 will be made. A letter has been sent to you requesting the information or you may contact the Office of Financial Aid.
- **Completed**: Appeal has been reviewed.

If your appeal has been reviewed go back to the Eligibility menu and click on Satisfactory Academic Progress to view your status. Below is a listing of what each appeal status means:

- **Appeal**: Approved. Eligibility to apply for grants and loans has been reinstated.
- **Appeal, no loans**: Approved with restrictions. Only eligibility to apply for grants has been Reinstated. Student is not eligible to apply for federal student loans.
- **Termination**: Eligibility for federal financial aid is terminated. Appeal was not approved.
OFFICE OF FINANCIAL AID

STUDENT APPEAL FORM
SATISFACTORY ACADEMIC PROGRESS

Please Print:

Name________________________________________         OCID______________________________

Address______________________________________________________________________________

City_____________________________________State_________Zip Code_______________________

Telephone #______________________________

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

What is your current major ________________________   Expected graduation date ________________

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 asked by the Office of Financial Aid.

_____________________________  _________________________
Student Signature        Date

REASON FOR THE APPEAL

In addition to completing this form, you must also attach a written statement explaining the extenuating circumstances that occurred which prevented you from successfully completing all of your classes during your prior semester of attendance. The appeals committee will review your written statement and supporting documentation to make a decision on your appeal, therefore, it is your responsibility to thoroughly explain and document your appeal. *Appeals submitted without supporting documentation could take longer to review.*

Check the statement(s) which describe your situation and submit the requested documentation:

_____ Illness or Injury               Write a statement explaining the illness or injury, when it occurred and the duration of the illness. Provide a doctor’s statement citing the illness or injury and releasing you to return to school.

_____ Work Schedule Change          Write a statement explaining how your work schedule change affected your academic progress. Provide a statement from your employer verifying the schedule change or date of hire (if new job).
_____ Daycare Problems  Write a statement explaining your daycare problem and how it affected your academic progress. Provide documentation to show that you will have daycare for your children while you are in school.

_____ Transportation Problems  Write a statement explaining what your transportation problems were and provide documentation to show that you now have transportation.

_____ Death of Family Member  Write a statement explaining the individual’s relationship to you and their date of death. Provide a copy of a death certificate, obituary or letter from a professional (lawyer, minister, doctor).

_____ Out of school Reinstatement of your financial aid eligibility will be considered if you have not attended college for 5 or more years. Please provide a written statement including the name of the college you last attended and the semester and year you last attended.

_____ Successful Completion  Reinstatement of your financial aid eligibility will be considered if you have successfully completed a minimum of 6 credit hours towards your major since your aid was terminated with no additional failures or withdrawals and a semester GPA of 2.00 better. Provide a copy of a transcript or grade card.

_____ Other  Write a statement explaining the situation. Provide documentation that verify the circumstances you describe in your statement.

_____ Check here if you are appealing for an extension of your federal financial aid eligibility because you have exceeded the time frame allowed for completion of your degree or certificate. Please provide a written statement explaining why you have not yet completed your program. In addition to any of the reasons already listed on this form, you will want to explain to the appeals committee if you are working on a second associate’s degree or taking classes that will transfer to a four year school. You must also provide an academic plan that will include a list of the classes you still need to take at Owens, the semester you will be taking those classes and your expected completion date.

Please attach your written statement and documentation to this form and return to the Office of Financial Aid.

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Toledo, OH 43699-1947
1-800-GO-OWENS, Ext. 7343
Fax # 567-661-7344

Findlay-area campus
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3200 Bright Rd.
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Office Use Only:
LD_______ FH_______ DH_______ Review_______ Date_______ ROAUSDF#__________ rev 6/20/06