

Academic Progress Letter

Student Name:	Study Period:
Student Number:	Year:

It has come to our attention that an explanation regarding your academic progress is necessary to process your OSAP application. Please print and complete this document as soon as possible to avoid any further delay in processing your application. If additional space is required, please attach a separate letter (must be signed and dated). Completed Form can be submitted to the HIVE at Brescia or via email to brfinaid@uwo.ca.

1. Please outline the circumstances, if any, which affected your academic performance during your most recent academic year.

2. What steps will you take during your probationary period to improve your academic progress?

3. What are your academic goals for the future, and your expected time of completion (i.e. 1 yr)?

4. If you have self-identified as having a permanent disability on your OSAP application, what strategies/supports will you receive from Accessible Education or other services?

Student Declaration: I agree that all of the information I have submitted above is true and accurate to the best of my knowledge.

Student Signature

Date

Academic Progress Letter

Students are required to satisfactorily complete the academic requirements of their program of study to continue to be eligible for financial assistance. As an OSAP recipient you are expected to successfully complete a 60% course load (3 courses per term) or 40% course load (2 courses per term) for a student with a permanent disability.

In addition, students are expected to progress through the successive years of their program of study. Frequent or multiple program switches, drops, withdrawals, and/or multiple repeats of a program, which are funded by OSAP, also may be considered lack of progress and lack of academic direction on the part of the student.

Students experiencing circumstances beyond their control, including medical conditions, family crises, or a disability, may request reconsideration. Please see your Financial Aid Officer.

If you meet progress requirements, your probation will be lifted at the end of the year. If you do not meet progress requirements, you will be placed on a restriction from OSAP.

1st Instance: OSAP Academic Probation:

- ✓ You may still apply for OSAP as normal
- ✓ You will receive a notice from the Ministry indicating that you are on probation
- ✓ Probation will remain on your OSAP record and will be in effect at other institutions

2nd Instance: OSAP Academic Restriction

- ✓ You will be restricted from OSAP for a period of at least one year
- ✓ You will receive a notice from the Ministry indicating that you are on restriction
- ✓ The restriction will remain on your OSAP record and will be in effect at other institutions

Personal Circumstance Review

If you were unable to meet academic progress requirements as a result of circumstances beyond your control (Ex. medical condition, family crisis, disability, etc) you may be able to appeal your OSAP academic progress standing.

Please submit the following for consideration of the Personal Circumstance Review:

- A letter explaining why you are requesting this appeal (ex. Circumstances that led to your withdrawal/unsuccessful year)
- Supporting Documentation
 - Medical Condition – documentation provided by a physician that demonstrates your ability to participate in your postsecondary studies was restricted for a portion of, or the entire, study period during which you did not meet OSAP progress requirements.
 - Disability –documentation may include medical documentation, in the case of a previously undiagnosed disability. Documentation includes information about the student’s participation in, or failure to participate in, programs at the institution that support students academically, if applicable.
 - Family Crisis – a letter from a third party confirming the dates of the event and circumstances