

UW ID Number

Last Name

First Name

Email

Telephone

Students are required to maintain satisfactory academic progress during the terms they receive OSAP funding.

To continue to be eligible for OSAP, students are required to achieve passing grades in at least 60% (1.5 units) of a full-time course load, or 40% (1.0 units) for students with a permanent disability. The number of courses passed is averaged across the terms that the student is receiving full-time OSAP within an academic year (September to August). Multiple course drops, withdrawals and incomplete courses impact OSAP academic progress.

Failure to maintain satisfactory academic progress during an academic year will result in the student being put on OSAP probation for the remainder of the current academic year and for the next full academic year. A student remains eligible for OSAP funding during the probation period.

### **Appeal Criteria**

You may request an appeal to have your OSAP Academic Probation removed from your file if your failure was due to extenuating medical, personal or family circumstances. Your appeal must clearly demonstrate that factors beyond your control led to the lack of academic progress. Please attach the following documentation:

1. A signed and dated letter explaining why you are requesting the appeal. This includes the circumstances that led to the failure; the steps you are taking to ensure future success and your academic goals.
2. Supporting documentation to show proof of the extenuating circumstances. This may include a doctor's note, hospital record, death certificate, letter from a counselor or other professional third parties.

**Student signature**
**Date**

### **University of Waterloo Internal use only**

Reviewed by	Decision	Date
Internal Audit	Decision	Date