

UW ID Number

Last Name

First Name

Email Address

Local 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% (1.5units) of a full-time course load. For students with permanent disabilities, the requirement is to achieve passing grades in at least 40% (1.0 units) of a full-time course load. The number of courses passed are averaged across the terms that the student is enrolled and receiving full-time OSAP funding within an academic year. Multiple course drops, withdraws and incomplete courses impact OSAP academic progress. An academic year runs from September to August.

Failure to make 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.

**Your Academic Response letter MUST include the following**

1. The circumstances that affected your academic performance
2. What steps you will take during your probationary period to improve your academic progress
3. A description of your academic goals

To Whom It May Concern:

**Student signature**

**Today's date**

**University of Waterloo Internal use only**

Reviewed by	Date
Code 36 decision	Date