



**Appeal Submission Cover Sheet:
Academic Probation Appeal**

OFFICE USE:

Date Received: _____

Date Reviewed: _____

APPROVED DENIED
 PENDING DOCUMENTS

**PLEASE
FORWARD TO:**

By Mail: 2000 Talbot Rd. West
Windsor, ON
N9A 6S4

OR

By Email: financialaid@stclaircollege.ca

**STUDENT
INFORMATION:**

LAST NAME: _____

FIRST NAME: _____

STUDENT NUMBER: _____

DATE OF BIRTH: _____

**APPEAL
SUBMISSION
CHECK LIST:**

- Please provide all required documents

A letter detailing your situation and the reason for the withdrawal or failure;

For extenuating personal circumstances: a letter from a professional third party confirming the nature your difficulties, the period of time affected, and how your difficulties impacted your ability to maintain your studies to the level required.

For Medical reasons: a letter from your physician confirming the nature of the illness and the time period that you were deemed to be unfit to attend classes.

**FINANCIAL AID
OFFICE NOTES:**



OSAP ACADEMIC REVIEW LETTER

The Ministry has been advised by the Financial Aid Office that you are not maintaining satisfactory academic progress in your program of study. It is a fundamental requirement of OSAP that students achieve passing grades in the courses for which OSAP aid has been provided and that they successfully progress through their program of study. In addition to failing courses, other activities also may be considered unsatisfactory academic progress for the purposes of OSAP, such as multiple program switches, dropping from a full course load to a part-time course load, withdrawing from a program, repeating a program, and/or taking multiple programs at the same level of study.

Based on your answer above, outline the circumstances that affected your academic performance during your most recent academic year. (Be sure to indicate when events happened). Under certain circumstances, you may appeal your academic probation IF your reason(s) for lack of academic progress was due to extenuating circumstances beyond your control, such as a medical condition, exceptional family circumstances, etc.

Please be sure to include the following:

- Date you are writing the letter
- The reason you were not successful
 - You did not meet the minimum academic requirements
 - You withdrew from the program.
 - You dropped your course load from full time to part time
 - You changed your program
- Reasons outlining the circumstances that affected your academic performance
- What steps you will take during your OSAP probationary period to improve your academic progress
- Your academic goals
- Explain what you have been doing since the end of your previous academic year you were not successful. (If you have been in post-secondary studies, please provide a copy of your academic transcript)
- Signature and full name

Supporting Documents:

Please be sure to attach the appropriate supporting documentation for review based on the circumstances indicated that have lead to your probation.

This may include but not limited to:

- letters from professional third parties that were involved
- a letter from your physician confirming the nature of the illness and the time period that you were deemed to be unfit to attend classes and if you are fit to return
- Copies of other documentation such as death certificate, insurance reports, etc