

# Student Awards & Financial Aid Office | University of Windsor

Dear OSAP Applicant:

The Ministry of Colleges & Universities has placed your Ontario Student Assistance Program (OSAP) application on hold due to a review of your academic history. Once students are placed on OSAP Probation, their academic status must be monitored for a 12-month period. Review criteria for OSAP academic progress is as follows:

- To continue to be eligible for Full-Time OSAP, students are required to achieve passing grades in a minimum 60% course load (40% course load for students with a permanent disability) of what the institution considers to be a 100% course load (for their specific program of study)
- Students also must progress through the successive years of their program of study. The following actions are all considered failure to progress academically:
  - Multiple program switches
  - Dropping from a Full-Time Course Load to a Part-Time Course Load
  - Withdrawing from a program
  - Repeating courses
  - Extending a degree by adding multiple majors
  - Failing to actively participate in courses (no attending classes, not submitting assignments, not writing exams)
  - Private extensions

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**IMPORTANT NOTE:** After you have been placed on OSAP probation, you will be on probation for a period of 1 year. If after one year, you have successfully completed 60% of a full course load (or 40% if you have a permanent disability) averaged over the course of the academic year, the Student Awards & Financial Aid Office will request to have the OSAP probation flag downgraded so that future OSAP applications are not placed on hold. However, if this is not done automatically, please use the Academic Progress Review form to request the removal of the OSAP probation, as you have met the requirements of your probation term.

## FOR ALL ACADEMIC PROGRESSION REVIEW TYPES:

Please allow a minimum of 4-6 weeks for your review to be completed. The submissions should be typed and sent to the Student Awards and Financial Aid Office at least 6 weeks prior the start of your study period. Ensure all documentation is **signed, dated and that your Student Number is clearly noted** on your submission.

## CONSEQUENCES OF FAILURE TO MEET REQUIREMENTS

If students do not meet satisfactory academic progress requirements there is an impact on their eligibility for further OSAP assistance. The consequence of the failure is increasingly severe as the number of failures increases.

Academic Progress Consequences		
Academic Situation	Consequence	Remedy
Failure to make satisfactory academic progress during 1 academic year.	Student is on <b>probation</b> for the remainder of the current academic year, if any (for example, due to a withdrawal), and the next FULL academic year. During the probationary period, the student remains eligible for Full-Time OSAP or Part-Time OSAP, unless there is a part-time academic penalty on file.	Must succeed in following academic year to maintain continuous Full-Time OSAP eligibility. If student is not receiving OSAP funding during probationary year, the student must maintain Canada – Ontario Integrated Student Loans in good standing.
Failure to make satisfactory academic progress for 2 successive academic years.	<b>Restriction</b> Student loses eligibility for Full-Time OSAP and Part-Time OSAP for a minimum of 12 months (1 year).	Must maintain Canada – Ontario Integrated Student Loans in good standing during the 12-month period.
Second failure to make satisfactory academic progress for 2 successive academic years – has previous one-year restriction.	<b>Restriction</b> Student loses eligibility for Full-Time OSAP and Part-Time OSAP for a minimum of 36 months (3 years).	Must maintain Canada – Ontario Integrated Student Loans in good standing during the 36-month period.
Third failure to make satisfactory academic progress for 2 successive academic years – has previous three-year restriction.	<b>Restriction</b> Student loses eligibility for Full-Time OSAP and Part-Time OSAP for a minimum of 60 months (5 years).	Must maintain Canada – Ontario Integrated Student Loans in good standing during the 60-month period.
Fourth failure to make satisfactory academic progress for 2 successive academic years – has previous five-year restriction	<b>Restriction</b> Student loses eligibility for Full-Time OSAP and Part-Time OSAP for Part-time Students.	Must repay all loans prior to obtaining new loans.

## ACADEMIC PROGRESSION REVIEWS (PERSONAL CIRCUMSTANCES REVIEWS)

When a student fails to meet academic progress requirements due to circumstances beyond their control, they may request a personal circumstance review when they have an academic progress code on their file (OSAP Academic Probation or OSAP Academic Restriction).

Acceptable circumstances include the following:

- Medical conditions
- Family crisis
- Disability
- Pregnancy or parental leaves
- Code was put on the file in error
- Student was coded with two academic failures in one year (for example, student attended two institutions and failed at both)

Initial Required Documentation (additional documentation may be requested):

- A letter from the student explaining why they are requesting a review
- For a medical condition, supporting documentation must be provided by a physician
- For a disability, the documentation may include medical documentation in the case of a previously undiagnosed disability. In cases where the disability was diagnosed prior to the start of the study period the student is required to explain why they did not seek and/or receive supports to accommodate their disability, and what supports/strategies will be in place to address their disability-related needs in the future
- For a family crisis, students must provide a letter outlining their circumstances, plus any supporting documentation

NOTE: All supporting documentation must include the name, contact information (address, email, phone number), date and signature of the individual.

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*Please use the attached form as your cover page to ensure efficient processing.*

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**UNIVERSITY OF WINDSOR ACADEMIC PROGRESSION REVIEW FOR OSAP PURPOSES**

***This Form Must Accompany Your Letter AND Supporting Documentation***

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I am providing the Student Awards & Financial Aid Office with information regarding my academic progress review in order to address the following issue(s):

- I have been placed on OSAP probation/restriction and I am requesting to have this probation/restriction removed from my OSAP record as I did not successfully complete the \_\_\_\_\_ (i.e. fall/winter) term due to extenuating medical, personal or family circumstances. I have provided my letter and supporting documentation to support my request.
- I am requesting to be reinstated back into the OSAP program as I have not been in receipt of OSAP assistance for a period of 12 months or more. I have provided my letter requesting reinstatement as outlined in the coversheet.
- I was placed on OSAP probation in a previous academic year and I have satisfied my 12-month probationary period as required. I am requesting to have the conditions of OSAP probation removed from my OSAP record.

**IMPORTANT NOTE: A copy of official transcripts are required ONLY if you are transferring to the University of Windsor from another post-secondary institution.**

**Please be sure that your letter is clearly written, you have signed it, and your name and Student ID# are clearly noted. Please be sure that your supporting documentation corresponds to the extenuating circumstances that you have outlined in your letter.**

Please read and sign below:

- I understand that upon a **successful** academic progress review, I am still required to meet the minimum academic progress requirements in any future OSAP funded term.
- I understand that if my review is **unsuccessful**, that my file will be referred to the Ministry under a full OSAP restriction until a **12 month or 3-year period has passed (depending on the number of 'instances' I have)**. Should I choose to study on a full-time or part-time basis throughout my period of restriction, I understand that I will be required to fund my educational costs at my own expense, and I will complete a Continuation of Interest-Free Status (CIFS) request online via my OSAP account, to update my full-time study period with the National Student Loan Service Centre (NSLSC).
- I understand that if a written confirmation of my appeal decision is necessary (not always required), it will be sent to my UWin email account unless I have specified in my appeal letter that I would like the decision mailed (and I have provided my correct mailing address) within 4 weeks of the date of the decision being made.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**PRINT, SCAN and EMAIL to [award1@uwindsor.ca](mailto:award1@uwindsor.ca)**

The University of Windsor is committed to the protection of privacy and confidentiality of all its constituents. The information collected in this process is collected under the authority of the University of Windsor Act, 1962 and is collected for the purposes of administering the Ontario Student Assistance Program (OSAP) on behalf of the Ministry of Colleges & Universities and any other need-based financial assistance administered by the University of Windsor. If you have any questions about the collection of information or the uses to which it will be put, please direct your questions to the Director, Student Awards & Financial Aid, 401 Sunset Avenue, Windsor, ON N9B3P4

Telephone: 519-253-3000 Ext. 3300 | (F) 519-973-7087 | <http://www.uwindsor.ca/studentawards> | [award1@uwindsor.ca](mailto:award1@uwindsor.ca)