Western UNIVERSITY · CANADA

Financial Aid Office

OSAP Academic Progress

Last Name: _____ First Name: _____

UWO ID #: _____ UWO Email: _____

Your OSAP application has been compared to your two most recent study periods and there is evidence that you may not be satisfactorily progressing through your program. For example, you may have made multiple program or institution switches, or taken multiple one-year programs or you may have multiple study periods for the same year of your program.

Before any OSAP funding can be released, a review of your academic progress is required. In order to initiate that review, you must provide the following documentation:

- A letter explaining your academic goals, the circumstances (if any) that have affected your academic progression through your program and the steps you are taking to achieve your goals.
- A copy of your unofficial transcript showing your grades from your most recent study period. (Do not purchase official transcripts).
- Documentation that supports the circumstances and steps you have described in your letter, if applicable (for example, medical documentation, or a letter from your academic counsellor).

Your academic progress letter must include the following information (if more space is required please attach additional pages):

1. Please explain, in detail, the circumstances that have affected your academic progression resulting in the repeating of an academic year OR the reason for multiple program, institution switches or multiple one-year programs.
   Note: If you cite medical circumstances, you must provide doctors' notes etc. to go with your explanation

2. What steps/strategies are you going to put into place for the upcoming academic year/semester to ensure academic success?

3. A description of your academic/career goals and your expected graduation date

Submission: This form, along with any supporting documentation, must be uploaded to your OSAP portal.

REQUIRED:

Student Signature: _____ **Date:** _____