



## 2022-23 University Scholars Program (USP) Scholarship Appeal Guidelines

Scholarship appeals must be submitted to the OSU Scholarship Office by the published deadlines via the online DocuSign form, by email to [scholarship.office@oregonstate.edu](mailto:scholarship.office@oregonstate.edu), or in person at the Kerr Administration Building, Room B108. Late and incomplete appeals will not be accepted. Appeals typically are processed within 2-3 weeks of submission.

For more detailed information on the appeal process and requirements, please visit our website at:

<https://scholarships.oregonstate.edu/USP-scholarship-appeal-guidelines>.

**Did not meet year-end renewal requirements**- Students who did not meet the minimum cumulative GPA and/or annual credit completion requirement at the end of spring term will be notified their scholarship award has been cancelled by the Scholarship Office in July. Students may request reinstatement of their scholarship by submitting an appeal **no later than the last Friday in September**.

Required Documents	Academic Year 2022-23 Deadline
<ul style="list-style-type: none"> <li>✓ Signed Appeal Form</li> <li>✓ A personal statement</li> <li>✓ Additional supporting documentation</li> </ul>	Friday, September 30, 2022

**Did not maintain continuous full-time enrollment in a given term**- Students who are not enrolled full-time (12 or more credits) in a given term will forfeit the scholarship for the current and all remaining terms of their award. Scholarships typically are cancelled during the second week of the term. Students may request an exception to the full-time enrollment requirement by submitting an appeal **no later than Friday of week 6 of the term in which their scholarship was cancelled**.

Required Documents	Academic Year 2022-23 Deadlines
<ul style="list-style-type: none"> <li>✓ Signed Appeal Form</li> <li>✓ A personal statement</li> <li>✓ Additional supporting documentation</li> </ul>	Fall 2022- Friday, November 4, 2022 Winter 2023- Friday, February 17, 2023 Spring 2023- Friday, May 12, 2023

**Requesting a hold for a break in enrollment**- Students who plan to not enroll in one or more terms and would like to request their scholarship be placed on hold may submit an appeal **at least three weeks prior to start of the term in which they will not be enrolled**. MECOP/CECOP participants do not need to submit an appeal.

Required Documents	Academic Year 2022-23 Deadlines
<ul style="list-style-type: none"> <li>✓ Signed Appeal Form</li> <li>✓ A personal statement</li> <li>✓ Additional supporting documentation</li> </ul>	Fall 2022- Monday, September 5, 2022 Winter 2023- Monday, December 19, 2022 Spring 2023- Monday, March 13, 2023

**Withdrawal from a term**- Students who need to withdraw from a term due to unforeseen circumstances must submit an appeal **by the last day of the term in which they withdrew**.

Required Documents	Academic Year 2020-21 Deadlines
<ul style="list-style-type: none"> <li>✓ Signed Appeal Form</li> <li>✓ A personal statement</li> <li>✓ Additional supporting documentation</li> </ul>	Fall 2022- Friday, December 9, 2022 Winter 2023- Friday, March 24, 2023 Spring 2023- Friday, June 16, 2023

If you have any questions or require additional assistance, please contact the OSU Scholarship Office by email at [scholarship.office@oregonstate.edu](mailto:scholarship.office@oregonstate.edu), by phone at 541-737-1125, or in person at the Kerr Administration Building, Room B108.



## University Scholars Program Scholarship Appeal

Name

Student ID #

ONID Email

Merit scholarship recipients are expected to maintain continuous full-time enrollment and maintain a level of academic excellence. Scholars who have had their award revoked, are not enrolled full-time, or not attending for a term must appeal in order to request reinstatement of their scholarship. Submitting an appeal is not a guaranteed approval for an exception. You are responsible for all resulting charges to your student account.

**Along with this signed form, you must submit:**

- A written statement explaining the circumstances which prevented you from meeting the requirement, why you believe your scholarship should be reinstated, and what you plan to do to ensure all requirements are met in the future.
- A statement or documentation from a third party person(s) such as your academic advisor, medical professional, internship coordinator or employer who can verify your circumstances.
- Any other documentation that supports your statement and will assist in the review process.

SCHOLARSHIP	<input type="checkbox"/> Presidential	<input type="checkbox"/> Finley Academic Excellence	<input type="checkbox"/> Diversity Achievement	<input type="checkbox"/> Beavers Beyond
	<input type="checkbox"/> Provost	<input type="checkbox"/> Tuition Grant Scholarship	<input type="checkbox"/> Aloha Scholarship	Total Amount/Year \$
	<input type="checkbox"/> Evergreen State	<input type="checkbox"/> Gem State	<input type="checkbox"/> WUE Scholarship	
	<input type="checkbox"/> IB Scholarship	<input type="checkbox"/> Golden State	<input type="checkbox"/> National Scholar	

Indicate the circumstances for which you are appealing:

- Did not meet the year-end scholarship renewal requirements**
  - You may appeal for reinstatement of your scholarship after spring term.
  - **Year-end appeals are due by 5PM on the last Friday in September each year.**
- Did not meet full-time enrollment requirement in a given term**
  - **Term appeals are due by 5PM on Friday of the 6<sup>th</sup> week of the term in which you were not enrolled full-time.**
  - If you are graduating within the academic year and need less than 12 credits to graduate, you do not need to submit an appeal. Please email [scholarship.office@oregonstate.edu](mailto:scholarship.office@oregonstate.edu) to inform us of your situation and the number of credits you need in order to graduate.
- Requesting a hold for a break in enrollment**
  - **Hold appeals are due 3 weeks prior to the term in question.**
  - Attach a statement indicating the reason for non-enrollment, duration of absence and what you will be doing during your time away.
- Withdrawal from a term for unforeseen circumstances (medical, family, etc.)**
  - Withdrawal appeals are due by the last date of the term in which you withdrew.

**Certification Statement:**

All the information provided with the submission of this appeal is true and complete to the best of my knowledge. If necessary, I agree to provide further proof of the information that I have provided. I understand that submission of an appeal does not guarantee reinstatement of or an exception to my award.

Submit this form and attachments via the online DocuSign form, to the OSU Scholarship Office in Kerr Administration Building B108, or email as one PDF attachment to [scholarship.office@oregonstate.edu](mailto:scholarship.office@oregonstate.edu).

Student Signature

Date