

AUTOMATED EDIT REVIEW (DOC CODE 36)

Academic Year: 2022-2023	Instructions Review applications flagged for review by Ministry. Using Academic Summary on FAO Admin Portal and Academic History Report, identify case and proceed as instructed.
Student Number:	
Student Name:	

Preliminary Checks		Action
1	Note student's disability status (OSAP) <input type="checkbox"/> PD	If program information on OSAP application is incorrect, correct and resubmit application. If document requirement remains, continue to cases.
2	Check for correct cost code on OSAP application, correct as required.	
3	Check for correct program year on OSAP application, correct as required.	

Case 1: Flagged in Error		Action
<input type="checkbox"/>	1A. Multiple Accounts within Same Academic Year (Summer) Student was enrolled in two study periods in the same academic year (e.g. fall/winter and summer) and the system is counting the two accounts within the same academic year.	Check for overall progress in program. <input type="checkbox"/> Within study periods plus one. <input type="checkbox"/> Repeated courses not impacting prior term CL requirement. <input type="checkbox"/> Less than 3 program switches. <input type="checkbox"/> Good standing in program. If progressing: 1. Satisfy the supp doc requirement. 2. Add comment to UGFAFA. 3. Add application comment to Ministry System. 4. Upload this page to Image system. If not progressing: Proceed as for Case 3 .
<input type="checkbox"/>	1B. Multiple Accounts within Same Academic Year (Co-op) Student is enrolled in a co-op program and has applied for Full-Time OSAP for two or more study periods, and/or work terms in the same academic year	
<input type="checkbox"/>	1C. Study Periods Plus One: Co-op Exemption Student is enrolled in a five or six-year co-op program and years five and six are coded as year four. <i>Note: Student must have already completed at least three work terms for this exception to apply.</i>	
<input type="checkbox"/>	1D. Multiple Accounts at Year 1 due to ESP/Q-Year Student is in same program year (year 1) for three years in a row because one of the years was a "pretraining" program (ESP, Graduate Q-Year)	
<input type="checkbox"/>	1E. PD Student Completing Degree at Reduced Course Load Student with a permanent disability taking a reduced course load has three accounts all in the same program year (year standing) <u>due to the student's reduced course load</u> (i.e. not due to failures, repeated courses, habitual withdrawals). <i>Note: This exception can only be applied if student is otherwise progressing at the reduced rate. Pay attention to repeated courses, frequent program switches, habitual withdrawals from FT, etc.</i>	

Case 2: Not Progressing Academically - Meets PC Review Criteria		Action
<input type="checkbox"/>	<p>Account has not been flagged in error but student has provided required documentation to support a Personal Circumstance Review</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medical <input type="checkbox"/> Family crisis <input type="checkbox"/> Disability (see policy manual for exceptions and conditions) <input type="checkbox"/> Pregnancy or parental leaves <p>Required Documentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> A letter of explanation describing how circumstances beyond the student's control, occurring during the study period under review, prevented the student from achieving satisfactory academic progress. <input type="checkbox"/> Documentation that confirms the personal circumstances described by the student (e.g. medical documentation if appealing on medical grounds). <input type="checkbox"/> Copy of transcripts for the study periods of the two most recent accounts (if the student was studying at a different school). 	<ol style="list-style-type: none"> 1. Prepare PC review package and submit for committee review. 2. Add comment to UGAFA. 3. Upload complete PCR package with decision to OSAP Image system. <p>If review is successful:</p> <ol style="list-style-type: none"> 4. Satisfy the supporting document requirement. 5. Add application comment to student's OSAP application (One-Key). 6. Update comment in UGAFA. <p>If review is unsuccessful: Proceed as for Case 3.</p>
Case 3: Not Progressing Academically		Action
<input type="checkbox"/>	<p>Account has not been flagged in error. Student is not making satisfactory academic progress.</p> <p><i>Notes</i> In many cases where academic probation results from an automated file check, the generic system-generated academic progress letter is not appropriate to send to the student. In these cases, send the student a personalized letter addressing the specific reason(s) that the student was placed on academic probation.</p>	<ol style="list-style-type: none"> 1. Satisfy the supporting document requirement. 2. Apply Code 36 (academic probation) to student's account for the current academic year. 3. Add profile comment to student's OSAP record. 4. Add comment to UGAFA. 5. Upload this page to OSAP Image system together with Academic History GREPORT.
FAA Comments		
FAA Signature:		Date: