

**FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS
PETITION FORM**

Name: _____ Student ID: _____

To petition your financial aid suspension you must check one of the following and submit this form to the Financial Aid Office by the 30th day of the quarter. *Please Note:* A petition does not guarantee approval and you are responsible for paying charges that you incur if you enroll while on financial aid suspension. If it is approved, an award will be made based on funds that are available at that time and aid cannot be re-instated for prior terms.

I) Reinstatement After Regaining Eligibility

Check this box if you meet the Financial Aid Satisfactory Academic Progress Policy requirements. Skip II and III, sign and date.

II) Suspension Due To Exceeding Lifetime Credits

Check this box if you are requesting an extension of the Federal lifetime credit limit. You must provide a degree completion plan that lists the courses needed with the anticipated term to complete your degree. Skip III, sign and date.

III) Failure Due To Special Circumstances

Check this box if you believe that your failure to meet the Satisfactory Academic Progress requirements was due to special circumstances. *Please Note:* Additional documentation may be required as proof of your special circumstance. Examples of supporting documentation include, but are not limited to:

- a. Copies of medical documentation with dates of diagnosis/treatment. *(If you failed to make satisfactory progress due to personal medical reasons, we will also need a signed statment from a medical provider verifying you are healthy enough to return to your studies).*
- b. Copy of death certificate or obituary for an immediate family member.
- c. Copy of police report with date of incident.
- d. Copy of contract or appointment scheduled with the Center for Disability Services, Student Health and Counseling Clinic or Academic Advising.

You must answer all of the following **four questions thoroughly for your petition to be accepted for review.**

1. Explain: What caused you to fail the SAP requirements?



2. Explain: How did the cause directly impact your ability to be academically successful?

3. Explain: What is the current status of the cause?

4. Explain: How are you ready to be successful going forward?

STUDENT SIGNATURE: _____ Date: _____