

Palomar College
**FINANCIAL AID PETITION - REQUEST FOR REVIEW OF
SATISFACTORY ACADEMIC PROGRESS STATUS**

2009-2010 SUBMISSION DEADLINES:

Fall 2009 – October 30, 2009 Spring 2010 – April 2, 2010

In accordance with Federal Regulations, the Financial Aid Office is required to monitor a student's academic progress towards his/her declared program of study. In order to monitor your progress, the institution has established a Satisfactory Academic Progress Policy with which all students receiving financial aid must be in compliance.

According to the policy, you have been determined to be ineligible or disqualified for financial aid for the term specified in your official notification.

REQUIRED DOCUMENTATION

In order for our office to consider your Financial Aid Petition Form for a review of your Satisfactory Academic Progress status, **you must perform the following:**

- Complete the Financial Aid Petition "Request for Review of Satisfactory Academic Progress Status"
- It is recommended that you obtain a statement from a college instructor or an academic counselor that is aware of your situation and supports your request for review of your satisfactory academic progress status and consideration of eligibility for financial aid. **Please keep in mind that statements are not required but would be beneficial to your request. If you are obtaining a statement from an academic counselor, you must schedule an appointment. Walk-in is not allowed.**
- **Make a photocopy** of your request form and all applicable documents you are submitting for your records.

If you fall into any of the following categories, your request must contain specific explanations.

- **Financial Aid Disqualification (Satisfactory Academic Progress Criteria) - Did not complete units attempted in the last semester or semester GPA is below 2.0**

Answer only Questions 1 to 5 on the petition form

- **Attempted Units Beyond Established Limits - 60.5 units or more for an AA Degree or Transfer**

ANSWER only Questions 1 to 3 and 6 & 7

Request your academic counselor to provide you a copy of the latest "Educational Program Plan."

Keep in mind that it is your responsibility to work with an academic counselor. The Educational Plan must list ALL the courses remaining that you are **REQUIRED** to take towards your educational goal at Palomar College. The Educational Plan must be dated **PRIOR** to submitting the petition for the semester. **Updated Educational Plans (i.e., dated after the petition is submitted) will not be accepted. Remember, you need to schedule an appointment in advance with an Academic Counselor. Petitions will not be reviewed on a walk-in basis.**

Deadline to Appeal to the Director for Fall 2009 is November 12th, 2009 and for Spring 2010 it is April 9, 2010

CONTINUE READING ON REVERSE SIDE

Petitions should be prepared thoughtfully and should focus on the reason(s) for the petition. Failure to submit all required documents will result in your petition not being reviewed. Students are reminded to meet the established submission deadlines. Any petition received after the semester deadline will be reviewed for consideration for the following semester.

To Student:

Supporting statements are not required but may be obtained from either a Palomar College instructor or academic counselor.

If you are obtaining a statement from an academic counselor, you must schedule an appointment in advance. Petitions will not be reviewed on a walk-in basis.

DO NOT SUBMIT THIS INSTRUCTION PAGE

Student's Name

Student I.D.#

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FINANCIAL AID PETITION
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SUBMISSION DEADLINES:

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1) For which semester(s) are you requesting financial aid?

FALL 2009

SPRING 2010

2) What is the reason for your disqualification status? (check-mark all applicable status)

NOTE: Refer to the information posted on your Financial Aid status screen and the Disqualification Status email message you received from Financial Aid.

Did not complete all units attempted

Semester Grade Point Average (GPA) was below 2.0

Have attempted 60.5 unit or more

3) State your degree objective, program major and completion date:

Degree: Certificate Associates Degree

Transfer Certification: CSU UC

Anticipated Completion date at Palomar College _____

Program Major: _____

Note: Must be the same program indicated in your Admissions Records

Complete only question 4 & 5 if you were disqualified because you did not complete all units enrolled in prior semester OR your GPA last semester was below a 2.0

4) Please explain below the reasons for you not making satisfactory academic progress. Explain any special circumstances, which made it difficult for you to succeed in your classes or the completion of your educational goal. If you are enrolling in a course, which you have previously enrolled in (i.e., repeat), explain the reasons for this circumstance.

CONTINUE ON REVERSE SIDE

Student's Name

Student I.D.#

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- 5) Please explain how you have resolved the problems and how you plan to succeed in your classes from now on. Give examples of your efforts to improve your academic performance. If at maximum units please indicate why you have not completed your program and when you will complete your program at the college.

Complete only question 6 & 7 if you were disqualified as a result of attempting 60.5 college units or more (includes other colleges). Note: Attach an Educational Plan

- 6) Please explain briefly your educational objectives and goals when you complete your program.
- 7) Please explain why you have attempted 60.5 units or more and why you have not completed your academic program.

I certify that all statements made above and contained in the support documentation are true and correct to the best of my knowledge.

Student's Signature

Date

To College Instructor or Academic Counselor:

Completion of this section is NOT a requirement. However, if you wish to state your support for this petition, you may do so by responding to what is requested below.

In your discussion with the above named student regarding their Financial Aid Petition - Request for Review of Satisfactory Academic Progress Status, please provide additional information on the student's situation or a statement of how the student plans to ensure satisfactory academic progress in the future to support the student's petition for financial aid eligibility.

College Instructor **OR** Academic Counselor's Name

Signature

Date

***ATTACHED
EDUCATIONAL PROGRAM PLAN
Required ONLY IF You Have Attempted 60.5 units or more***