

Maximum Unit Petition Information

Undergraduates

Funding will be suspended once a student exceeds **180** total units taken.

Post Baccalaureates

Funding will be suspended once a student exceeds **38** total units taken.

PETITION DEADLINES

Priority Deadline: **July, 7th**

Fall Semester Deadline: **October 31st**

Spring Semester Deadline: **April 1st**

You may qualify to submit a Program Unit Extension Request form if you can prove you are enrolled in a program that requires more than 120 units for undergraduate students and a program that requires more than 30 units for post baccalaureate students.

HOW TO APPEAL

You may appeal for an extension to these limits by providing the following **two signed** statements.

Student statement of appeal

Statement must include:

1. Circumstances that contributed to your exceeding these limits.
2. An outlined academic plan that specifies:
 - ➔ List of courses
 - ➔ Number of units each course is worth
 - ➔ The term you will take them in
 Remember to include summer session and transfer courses that are required for completing your degree.

NOTE: *You must be enrolled in all courses listed on your current semester plan.*

If you previously submitted a plan to our office and did not follow it, please provide an explanation on why the plan was not followed, and address each course that you have taken that was not included in the plan.

Academic advisor statement

Statement needs to:

1. Indicate the courses listed in your outlined academic plan as requirements for your degree.
2. Printed on department letterhead.

NOTE: *If you are working on more than one program (i.e. minor, double major), please submit a separate advisor statement from each department, endorsing only the requirements related to the appropriate programs.*

➔ *If you have completed all the requirements for one of your programs, an advisor statement must still be attached confirming all requirements have been met.*

These statements should be submitted together.

Failing to submit them together may result in a delay in the review of your appeal. You can mail the appeal to the address listed above, fax to (559) 278-4833, place it in the Financial Aid Dropbox (located in our hall), or submit it to our office in Joyal Administration room 296.

E-mailed statements will not be accepted as statements must be signed. Incomplete appeals will be returned to the student.

PLEASE NOTE:

- ➔ Appeals will be handled in the date order of submission.
- ➔ Allow six weeks before contacting our office to obtain status.
- ➔ Written notification will be mailed as to the action taken on your appeal.
- ➔ The following programs have time/unit limits to funding: Pell Grant, SEOG, State University Grant, Cal Grants and Subsidized Direct Loans. If your petition is approved but your limits are met or exceeded, your awards will be limited or may only be offered an Unsubsidized Direct Loan.