

Satisfactory Progress Petition

STUDENT ID	LAST NAME	FIRST NAME	PHONE NUMBER (with area code)
PLEASE PRINT IN BLACK INK			

INSTRUCTIONS: On a separate sheet, provide a **signed statement**, including the following:

- Address **each** semester where you received a grade of **F, I, NC, W, WU or RP**, explaining:
 - The circumstances which prevented you from completing your units at that time
 - How your circumstances have changed since then
 - Proposed plan to keep from "disqualification status" in the future
- Attach all applicable documentation in support of your appeal
 - Examples: Death Certificate, Medical Statements, Police Reports, etc.
 - **If you have attempted 100 units or more you must attach** a signed academic/graduation plan on letterhead from your advisor
 - **If you are an EOP or RSP student you must attach** a letter of recommendation from your EOP/RSP advisor
- Allow six weeks before contacting our office to obtain status

PETITION DEADLINES

Priority Deadline: **July, 7th**

Fall Semester Deadline: **October 31st**

Spring Semester Deadline: **April 1st**

OFFICE USE ONLY BELOW THIS LINE

Petition Number **EOP:** Yes No **RSP:** Yes No **100+ units:** Yes No

Counselor Action Committee Action Director Action Temporary Waiver

Petitioning for: Fall 2014 Spring 2015 Summer 2015 Failed: Contingency _____ P1 _____

MAX Needed

MAX Submitted

MAX Approved

REASON FOR DISQUALIFICATION

PREVIOUS PETITION INFORMATION (Date/Action/Reasons for each prior petition) See attached print-out of Personal Comments

RECOMMENDATION: Waive to Target Waive to Probation Contingency: Fall Spring Summer Deny

FWD BY _____ PRESENTED BY _____ Agree w/ Rec FWD for Max Date _____

DECISION

Petition **APPROVED:** Waived to Probation Target Contingency: Fall _____ Spring _____ Summer _____

Petition **DENIED** Petition **PENDING** **COMPLIANCE UNIT:** Units Waived _____ P1 ACG By _____

Conditions/Comments: _____
