

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, which includes the following:

- Address **each** semester in which you fell short of your units, explaining:
 - ↳ the circumstances which prevented you from meeting your units
 - ↳ how your circumstances have changed
 - ↳ proposed plan to keep from "disqualification status" again
- Attach all applicable documentation in support of your appeal
- If you have attempted 100 units or more submit a signed academic plan on letterhead from your departmental advisor with your petition

ATTACHED DOCUMENTATION: (if applicable)

- Death Certificate
- Medical Statement
- Academic Plan for having 100+ units
- EOP/RSP Recommendation
- Police Report / Court Documents
- Counselor/ Advisor Statement
- Recommendation from _____
- Other _____

OFFICE USE ONLY BELOW THIS LINE

Petition Number
 EOP: Yes No
 RSP: Yes No
 100+ units: Yes No
 MAX Needed

Counselor Action
 Committee Action
 Director Action
 Temporary Waiver
 MAX Submitted

Petitioning for:
 Fall 2012
 Spring 2013
 Summer 2013
 Failed Contingency _____
 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/ Recommendation
 Date _____

DECISION

- Request was **APPROVED**: Waived to Probation Target
 Contingency: Fall _____ Spring _____ Summer _____
- Request was **DENIED** (*see comments*)
 Petition **PENDING** (*see comments*)
 Units Waived _____ By _____

Conditions/Comments: _____

Financial Aid Signature _____

Date _____

- Response sent Response to EOP/RSP
- Monitor Contingency Personal Comment
- Scanning Send for Max Review