

## **Guidelines for Submitting an Academic Petition To The Financial Aid & Scholarship Office**

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***This petition must be a written request. There is no form or application.***

1. The petition should include your name, W#, current mailing address and should be typed rather than hand written.
2. The petition needs to explain what situation or event caused you to have the satisfactory progress problem that placed you in jeopardy of losing your financial aid or scholarship. Formal documentation is required to substantiate your circumstances and must be submitted with the petition. Petitions should offer factual information and not be emotionally based. You may add any information you feel brings validity to your case. Your petition must include how you are going to, or have already, overcome the problem.
3. You must meet with an academic advisor to set up an education plan, and present the plan with your appeal letter and documentation. This plan can be set up in the CatTracks Planner by your advisor along with Advisor Notes, or outlined on a form you receive from the advisor. Please be aware that you must have at least a 2.0 GPA by the end of your 4th semester of attendance.
4. Please include your educational goals in your petition, such as your chosen major, how many more semester hours you need in order to obtain your degree, and what your career goals are after you complete your program of study.
5. If your petition is a result of exceeding the Federal limit of attempted hours to attain a bachelor or associate degree, you must obtain a graduation evaluation from your department of study that states the courses and number of hours required to graduate. If your program of study requires more than the average number of hours, your department advisor must provide you with this information. These items must be submitted with the petition.
6. **At the time you submit the petition you must meet with an advisor in the Financial Aid & Scholarship Office.**

Our office hours are:  
Monday-Thursday 8:00-5:00  
Friday 8:00-4:30