

Guidelines for Making an Academic Petition to the Financial Aid & Scholarship Office

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 emotion based.
3. You must meet with an academic advisor to set up an education plan, and present it with your appeal letter and documentation. This plan can be from your department advisor and can be set up in the CatTracks Planner along with advisor notes, or a form you receive from the advisor. The plan should include how you are going to overcome the problem.
4. Include your educational goals, such as how many more semester hours you need to obtain your degree and a schedule of courses that will get you to that goal. You may add any information you feel has valid bearing on your case. Be factual, deal with the issues.
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