

**Student Name** \_\_\_\_\_ **Student Number** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  
**City, State & Zip** \_\_\_\_\_

For purposes of receiving financial aid, students are expected to complete degree or certificate programs within allowable timeframes. If unusual circumstances prevented you from completing your program within the maximum timeframe limit, you may petition for an extension of your financial aid eligibility. Your **typed** petition must include **all** of the following elements:

- An explanation of why you were unable to complete your degree or certificate within the maximum allowable timeframe
- The number of remaining credits needed to complete your degree or certificate
- The quarter and year you plan to complete your program
- A Degree Evaluation

*Undergraduate and post baccalaureate degree-seeking students* must complete the Degree Application (**apply for graduation**), which can be found online at <http://www.wvu.edu/depts/registrar/>, under the heading Credit Evaluation, Degree Application. Bring the completed Degree Application and required major/minor evaluations to the Registrar's Office. Make sure that you inform the Registrar's Office that your request is being made for financial aid purposes. Once your Degree Application has been processed, the Registrar's Office will send you a copy of your **Degree Evaluation** to submit with this petition.

*Post baccalaureate certificate-seeking students* (e.g., TESOL, Teacher Certification, CSD, Vehicle Design) must request the evaluation from their department.

*Graduate students* must submit documentation from the Graduate Office verifying their anticipated program completion date and satisfactory academic progress.

Attach your *typed* petition and all required documentation to this form and return it to Old Main 265. Petitions missing the Degree Evaluation will be considered incomplete and will be returned to you. **Please allow 2-3 weeks for review of your petition.** You will be notified of the results by mail and decisions may also be viewed on Web-4-U.

**Please note:** You remain responsible for paying your tuition and other institutional charges that come due while your petition is being processed and in the event that your petition is denied.