

SATISFACTORY ACADEMIC PROGRESS PETITION

Student Name _____ **Student Number** _____
Address _____
City, State & Zip _____ **Phone Number** _____

Quarter of credit deficiency: Fall Winter Spring Summer

Academic progress is reviewed for financial aid purposes at the end of each quarter. To establish and maintain financial aid eligibility, you are expected to satisfactorily complete the minimum number of credits associated with your enrollment status at lock (the second Friday of each quarter).

If unusual circumstances prevented you from satisfactorily completing your “locked-on” credits (credits registered for as of the lock date –second Friday of the quarter), please provide a type written explanation of those circumstances. Provide enough information in your petition to accurately assess your situation. Include the following elements in your petition:

- A detailed description of the unusual circumstances
- A statement of the changes you are making to meet satisfactory academic progress requirements in the future
- An outline of your plan to ensure that you will be able to make progress in the future (for example, describe resources you will utilize, changes you will make to your schedule, etc.)

Include any relevant documentation. If your petition is based on medical circumstances which are ongoing in nature, documentation is required from your healthcare provider which addresses your ability to return and carry your course load successfully.

Submit your typed explanation, any applicable documentation, and this petition form to Old Main 265. 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.