

**PETITION FOR REINSTATEMENT OR CONTINUATION OF FINANCIAL AID
INSTRUCTION PAGE**

A student may petition a disqualified financial aid status for one of two reasons:

1. The student experienced extenuating reasons which were responsible for the poor progress (*i.e.*, *hospitalization, serious illness, accident, death in your immediate family, etc*), which have since been resolved and unlikely to cause further problems. The student must provide corroborating **documentation** of those circumstances. *No petition will be approved based on extenuating circumstances without good documentation.*
Or
2. If student cannot provide documentation of extenuating circumstances, student may appeal after they have demonstrated 'significant academic improvement'. At Las Positas College we define this as follows: **If in the most recent term you earned at least 6 units and 75% of units attempted with a minimum 2.5 GPA, but you remain disqualified because of a deficient cumulative GPA or overall completion rate, we consider that as having demonstrated significant academic progress and you may petition based on this.**

In addition to completing the Petition form, the following is required:

- A. You must view our online 'GetSAP' counseling session at <https://lpc.get-counseling.com/> which is targeted for financial aid disqualified students. You must pass all GetSAP tests and submit a copy of your test results with the Reinstatement Petition.
- B. You must attach to your petition a current complete **Student Education Plan**. **EOPS, DSPS, CalWORKS students and Veterans should obtain an SEP directly from their program counselors.** If you do not have a current SEP (dated within the past 12 months) we strongly encourage you to meet with a counselor to develop a plan. However, to expedite receiving an SEP, you may submit the attached form '**REQUEST FOR STUDENT EDUCATION PLAN (SEP)**' **directly to the Financial Aid Office**. Your form will be submitted to Counseling and they will provide a SEP for you and will contact you by email that it is completed. You download the form from Class Web/Degree Works and attach it to your petition.
- C. Your official college degree and major must match your SEP Plan degree and major. If it does not, you must update it through Class Web or by submitting a change of major form to Admissions. *Your petition will not be reviewed if your official major does not match your SEP degree/major.*
- D. You must attach a **STATEMENT** about the circumstances which caused your poor academic progress, address how the circumstances have been resolved, and explain what has changed so that you won't have continued issues with academic progress.
- E. If there are **DOCUMENTED extenuating reasons which were responsible for your poor progress** (*i.e.*, *hospitalization, documented serious illness, accident, death in your immediate family, etc*), which have since been resolved, you must provide **documentation** of those circumstances to support your statement. *No petition will be approved based on extenuating circumstances without adequate documentation.*

INSTRUCTIONS:

- **Read, complete and sign Reinstatement Petition form. Attach a statement about the circumstances.**
- **Attach the GetSAP worksheets indicating you passed the three required online counseling sessions.**
- **If your reason for petition is extenuating circumstances, attach supporting documentation**
- **Attach SEP (abbreviated SEPs will not be accepted) and ensure your official major matches.**

SUBMIT YOUR PETITION directly to the Financial Aid Office. You may submit in person, by email (send to lpcfinaid@laspositascollege.edu), or mail to: Las Positas College, Financial Aid Office, 3000 Campus Hill Drive, Livermore, CA 94551.

Allow up to 4 weeks for a response. The decision is not subject to appeal.

PETITION FOR REINSTATEMENT OR CONTINUATION OF FINANCIAL AID
ALLOW up to 4 weeks for review. PLEASE TYPE ALL STATEMENTS.

Name: _____ Semester: _____ Year: 20 _____

SSN/ID: _____ Date: _____ Phone (____) _____

EMAIL ADDRESS (our response will be via Email) _____

I am appealing based on (Check one):

- Extenuating circumstances for which I have provided documentation
- On the basis of significant academic improvement evidenced by earning at least 6 units and 75% of units attempted with a minimum 2.5 GPA during my most recent term of attendance.

I plan to graduate or transfer from Las Positas College [] Fall ____ [] Spring ____ [] Summer ____

My current academic goal is to complete: [] Certificate [] AA/AS [] AA/AS and Transfer [] Transfer Only

My major or program of study is _____

Initial: ____ My official college major with Admissions matches the degree/major declared above, and matches my Student Education Plan. If it does not, I have submitted a form to Admissions to change my official degree/major to match my SEP.

PLEASE ATTACH A TYPED STATEMENT. Detail the extenuating circumstances you believe should be considered in reviewing your petition for reinstatement of financial aid and **attach documentation.** Describe how you resolved or intend to resolve the circumstances in order to successfully complete your studies at Las Positas. Be as specific as you can in terms of addressing factors that affected your ability to complete your classes successfully.

See INSTRUCTIONS for additional documentation that must be included with your Petition form.

I will receive a response by email. If my petition is approved, I agree to any conditions established by the Financial Aid Office and acknowledge that I understand that future receipt of financial aid depends upon fulfilling all of the conditions required and maintaining all other aspects of the satisfactory academic progress policy.

Student Signature _____ Date _____

-FOR OFFICE USE ONLY-

Cum GPA: _____	Cum Earned Units: _____	Cum Att: Units _____	ROANYUD Units _____	Overall Comp Rate _____%
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Request Pending: _____

Denied: <input type="checkbox"/>	Approved: <input type="checkbox"/>	New SAP status: _____	Effective for Term _____
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CONDITIONS: Must complete at least _____% of attempted units with _____ semester GPA until student meets minimum cum GPA of 2.0 AND minimum overall completion rate of 67%.

Student will not qualify for a direct loan until all four minimum standards of progress are met.

COMMENTS: _____

FINANCIAL AID OFFICER SIGNATURE: _____ DATE: _____

Emailed response to student: Date _____ Copy of response entered in RHACOMM