



AY: _____

Financial Aid Office
3000 Campus Hill Drive
Livermore, CA 94551
(925) 424-1580

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

You must first 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 this petition as part of the appeal process. A current complete **Student Education Plan** must also be attached to petition. *If making an appointment in Counseling, please notify them that you need the SEP for a Financial Aid petition, so that you receive priority for your appointment.*

Name: _____ Semester: _____ Year: 20 _____
SSN/ID: _____ Date: _____ Phone(____) _____

EMAIL ADDRESS (our response will be via Email): _____

The Las Positas College Financial Aid Office requires that all students maintain the following standards of Academic Progress for eligibility for Federal and State Financial Aid.

- *Maintain a **term and cumulative** GPA of at least 2.00
- *Maintain a **term and overall** completion rate of at least 67% (units earned divided by units attempted)
- *Must not completely withdraw from classes or earn 0 units with 0.0 GPA during any term of attendance

If you do not meet minimum academic progress standards you are ineligible to receive financial aid grants, loans, or federal work-study, and some scholarships. The academic Progress requirement does not affect eligibility for the Board of Governor’s Fee Waiver (BOGW). Please review the Las Positas College Financial Aid Satisfactory Academic Progress Policy posted on our website for more information.

INSTRUCTIONS:

If there are **DOCUMENTED extenuating reasons** (i.e., hospitalization, documented serious illness, accident, death in your immediate family, etc) which prevented you from meeting these standards, you must attend a Satisfactory Academic Progress Workshop and file this petition (with documentation attached) with the financial Aid Office. A Student Education Plan (SEP) must also be attached to your petition. Please make an appointment for a complete (not an ‘abbreviated’) SEP at the Counseling Department, Building 1600, 424-1400, or if you are a CalWorks, DSPS, EOPS, Veterans student, with your respective program counselor. Then:

- **Read, complete and sign this petition form.**
- **Attach documentation to support your petition (copies of medical or legal documents, etc.) and SEP.**
- **Attach complete SEP (abbreviated SEPs will not be accepted)**

EXCEPTION: If in the most recent term you earned at least 75% of units attempted with a minimum 2.5 GPA, but you remain disqualified because of a deficient cumulative GPA or overall completion rate, you may petition by attaching a Student Education Plan to your petition. Indicate the reasons for your original cause of poor progress and indicate how they have been resolved. Attach a Student Education Plan (SEP). Reinstatement may be considered ONLY in this situation if there are no extenuating circumstances.

You may reinstate yourself without a petition, by attending LPC without financial aid and meeting all of the minimum SAP standards. Once your term and cumulative GPAs are both at least 2.0 and your term and overall completion rates are both at least 67%, you will be placed back on PROGRESS status and will regain eligibility on your own. .

Remember that submitting a petition does not guarantee it will be approved. Each case is reviewed and a decision determined on its individual merits. The decision is not subject to further appeal.

1) I plan to graduate or transfer from Las Positas College as of _____.

- 2) My current academic goal is to complete: CERTIFICATE
 AA/AS DEGREE
 TRANSFER/BA DEGREE

3) My major or program of study is: _____

4) Reason for exception: **TYPE YOUR 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. Please attach a separate signed and dated statement if you need more space.

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.

OTHER: _____

COMMENTS: _____

FINANCIAL AID OFFICER SIGNATURE: _____ DATE: _____

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