



PETITION FOR REINSTATEMENT OR CONTINUATION OF FINANCIAL AID

ALLOW 4 – 6 weeks for processing. Supporting Documentation must be attached.

Name: _____ Semester: _____ Year: 20 _____
Address: _____ Date: _____
City,ST, ZIP: _____ SSN/ID: _____

Email address (*our response will be by email*):

When you apply for financial aid, we review your entire academic history and verify that you meet the satisfactory academic progress standards required by the Financial Aid Office. 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 cumulative GPA of at least 2.00; must have 2.0 cumulative GPA after 4 terms of attendance
- *Successfully complete at least 67% of the credit hours you attempted in the previous semester with a 2.0 GPA.
- *Must not completely withdraw from classes or earn 0 units with 0.0 GPA during any term of attendance

Unfortunately, you do not meet minimum academic progress requirements and therefore are ineligible to receive financial aid grants, loans, or federal workstudy, and some scholarships. The academic Progress requirement does not affect eligibility for the Board of Governor’s Fee Waiver (BOG). **Please read the letter you received regarding your suspension status for the details of your deficiencies, and see the Las Positas College Financial Aid Satisfactory Academic Progress Policy for more information.**

If you feel there are **extenuating reasons**, which prevented you from meeting these criteria, you may request that the Financial Aid Office reconsider your eligibility based on those reasons. Submit the following to the Financial Aid Office:

1. **Read, complete and sign this petition form.**
2. **Documentation to support your petition (copies of medical or legal documents, etc.)**

EFFECTIVE July 2010: Financial Aid applicants who have become disqualified due to lack of satisfactory progress will be considered one time only for an appeal for extended probation through a Reinstatement petition. Any second and subsequent requests for extended probation of aid eligibility will be denied. The applicant may reinstate himself/herself by policies already in place per the LPC Satisfactory Academic Progress Policy.

Remember that submitting a petition does not guarantee it will be approved. Each case is reviewed and a decision determined on its individual merits. You will receive a written response in approximately two to three weeks from the date you submitted your completed petition packet. If you already registered for classes, you must make arrangements to pay for your charges and to purchase your books. If you have questions about your academic status or the petition procedure, make an appointment to visit your Financial Aid Advisor.

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: Detail the circumstances you believe should be considered in reviewing your petition for reinstatement or continuation of financial aid. 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. Feel free to 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 the terms of my stipulation contract to correct my deficiencies and to the decision of the Financial Aid Office. I acknowledge future receipt of financial aid depends upon fulfilling the conditions of my stipulation contract and maintaining all other aspects of the satisfactory academic progress policy.

IF my petition is denied, I may file an appeal of the decision in writing and submit it to the Student Services Appeals Committee for review, c/o the Financial Aid Office or to Karen Kit, Room 717, Office of the Vice President of Student Services. Appeals will usually receive a reply within 3 weeks.

Student Signature

Date

-FOR OFFICE USE ONLY-

Cumulative GPA: _____ Cumulative Attempted Hrs: _____ Cumulative Completed Hrs: _____
 Total # terms attended _____ Total # terms of unsatisfactory progress: _____ Previous Rein Petn approve _____

Request Pending: _____

Denied: Approved: New SAP status: _____ Effective for term _____

CONDITIONS: Must complete at least 67% of attempted units with minimum 6 units and 2.00 semester GPA

Meet with College counselor

OTHER: _____

COMMENTS: _____

FINANCIAL AID OFFICER SIGNATURE: _____ DATE: _____

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