

FINANCIAL AID PETITION FOR EXCESSIVE UNITS

INSTRUCTIONS PAGE

****Please note: In order to have an appeal approved, you must have a minimum 2.0 cumulative GPA and 67% overall completion rate at the time of petition OR have an approved SAP appeal.****

REASON FOR PETITION:

Federal regulations requires schools to establish a time limit to receive financial aid. The maximum timeframe must be no longer than 150% of the published length of the student's educational program, measured in units. A student who has met the maximum limit for their program may file a petition to request extended terms of financial aid eligibility. Case-by-case approval for financial aid for students who have reached their 150% limit is dependent on the individual circumstances involved according to the petition, the courses remaining, the student's academic and financial aid history. Students are expected to complete their goal within the timeframe approved and are expected to enroll only into required courses remaining for their program.

INSTRUCTIONS:

1. First ensure your official prior college transcripts have been submitted to our college.

2. Complete this form and take it with you to meet with an academic counselor to request an updated Student Educational Plan (SEP) for the purposes of this petition. If you already have a current and accurate SEP you are following, you may skip the counseling appointment and submit that SEP instead.

EOP&S, CalWorks, DSP&S students and Veterans should complete an SEP with their respective program counselors, if available, instead of the Counseling Department; if not available, follow these instructions. A counselor will conduct a review of all previous coursework and will determine the remaining courses required for your academic goal in providing a complete Student Education Plan.

3. At the conclusion of your counseling appointment, you will have an SEP provided or available as a .pdf download from your DegreeWorks account through Class-web. If your petition is approved you must ensure that you enroll only into courses indicated as required on your SEP during your remaining term(s) at Las Positas.

4. Email completed Petition form and SEP (as .pdf attached files) to Financial Aid Office for processing lpcfinaid@laspositacollege.edu or mail original hard copy of both the form and SEP to Las Positas College, Attn: Financial Aid Office, 3000 Campus Hill Drive, Livermore, CA 94551).

5. It is important that both the petition and SEP are provided at the same time in one email or packet.

ALLOW up to 4 weeks for review. You will be notified of the decision by email.

FINANCIAL AID STUDENT EXCESSIVE UNITS PETITION

To request additional terms of financial aid after reaching the maximum timeframe

FOR AID YEAR 20__ - 20__

Student Name _____		Student ID _____	
DEGREE PURSUING AT LPC (CHECK ALL THAT APPLY): [<input type="checkbox"/>] AA/AS [<input type="checkbox"/>] AS-T/AA-T CERTIFICATE			
[<input type="checkbox"/>] AA/AS & TRANSFER [<input type="checkbox"/>] TRA ONLY/ I AM TRANSFERRING TO A: [<input type="checkbox"/>] UC [<input type="checkbox"/>] CSU PRIVATE			
TRANSFER UNIVERSITY: _____		TRANSFER MAJOR: _____	
ARE YOU ATTENDING OR HAVE ATTENDED ANOTHER COLLEGE/UNIVERSITY? [<input type="checkbox"/>] YES [<input type="checkbox"/>] NO			
UNITS TAKEN OR IN PROGRESS _____			
STUDENT'S EXPECTED FINAL TERM AT LAS POSITAS:		Fall 20 ____	Spring 20 ____
			Summer 20 ____

STUDENT STATEMENT: Explain why you have attempted or accumulated so many units without completing your educational program. Address any special circumstances you believe we should be aware of that have affected your ability to complete your program on time, and your current plan for completing your required courses:

STUDENT CERTIFICATION SECTION: I certify

that I am fully aware of which courses I must complete in order to reach my academic goal, based on my Student Education Plan (SEP) and I may be paid only for courses which are required for completion of my academic goal, which are listed on the SEP.

that my current official major at Las Positas College matches the degree and major on my SEP. If not, I have attached a REQUEST FOR CHANGE OF MAJOR/HOME CAMPUS form <https://www.laspositascollege.edu/admissions/assets/docs/MajorChangeRequest.pdf> to my petition and the Financial Aid Office will submit the form for me for expedited processing.

that I understand each term while on petition I must earn a minimum 2.0 GPA and minimum 67% of units attempted, or I will be disqualified from any further aid at LPC.

STUDENT SIGNATURE _____ Date _____