

**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 require you to meet with a counselor to develop a plan.
- 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 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.

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

Name: _____ Semester: _____ Year: 20 _____

Student ID: _____

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.

See INSTRUCTIONS for 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-

C Inst. GPA: _____	C Att Units: _____	C Earned units: _____	Trans Units (ROANYUD) _____	Combined earned units/total combined attempted units (Cumulative Completion 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 standards of progress are met.

COMMENTS: _____

FINANCIAL AID REVIEWER SIGNATURE: _____ **DATE:** _____

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