

**PET**

**Satisfactory Academic Progress Petition**  
**2009 - 2010**

**Student's Full Name:** \_\_\_\_\_  
(LEGAL NAME - PRINT)      *first*                      *middle*                      *last*

**University ID:** \_\_\_\_\_  
(REQUIRED)

A satisfactory Academic Progress Petition must be submitted to Student Financial Services when requesting consideration of unusual or mitigating circumstances (i.e. death of a parent(s) or relative, serious personal illness, emotional stress, etc.). The outcome of the review will depend upon the nature of the circumstances causing the deficiency, how well it is documented, and how well the student has demonstrated that he or she is making progress toward earning a degree. To complete the petition process, please submit the following:

- Satisfactory Academic Progress petition including your explanation of your circumstances
- Documentation from third party to support your explanation
- Academic Advisor Support form with outline of academic plan

**The decision of the Student Financial Services Review Committee is final and cannot be appealed.**

I have earned the Credit Hours / Grade Point Average required to reestablish my eligibility for financial assistance.

*[Sign and return document to Student Financial Services]*

**Explanation of Unusual or Mitigating Circumstances**

Medical Reasons

Personal Reasons

Academic Reasons

You must provide a full explanation of the unusual or mitigating circumstances that prevented you from maintaining Satisfactory Academic Progress and indicate what your plans are to assure that you will maintain academic progress in the future. Supporting documentation must also be submitted (i.e., Doctor's note, Obituary notice, or Dean's statement). Please feel free to attach additional pages if necessary.

**Student's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

PET **Satisfactory Academic Progress: Academic Advisor Support Form**  
**2009 - 2010**

**Student's Full Name:** \_\_\_\_\_ **University ID:** \_\_\_\_\_  
(LEGAL NAME - PRINT) *first middle last* (REQUIRED)

Student Financial Services has completed our review of Satisfactory Academic Progress for financial aid purposes. Based upon the academic records of the University Registrar and in accordance with regulations for Federal student aid, this student has not maintained Satisfactory Academic Progress. As a result, the student is not eligible for financial aid for 2009-2010 unless an appeal is submitted on behalf of the student and approved by our office. To assist in our review, please answer the following questions.

1) Are you aware of any extenuating circumstances that may have prohibited the student from maintaining satisfactory academic progress? If so, please provide a brief explanation.

2) Are you aware of any steps that the student has taken to remedy his/her academic performance? If so, please list them here.

3) Have you determined a course of action to help the student achieve academic success? Please outline the academic plan by semester to reflect the student's strategy for completing his/her degree.

4) Based upon the student's academic record, does he/she have a reasonable chance of graduating from the University?

5) When do you expect the student to complete his/her degree?

**Dean/Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_