

2018-2019 PETITION FOR FINANCIAL AID

Maximum Unit Limits

NAME: _____ ID#: _____
 LAST FIRST M.I.

HOME PHONE # (____) _____ - _____

MANDATORY STEPS TO COMPLETE:

1. Complete **ALL** of **Section A** before you make an appointment to see a counselor.
2. You must have completed the Math/English Assessment before meeting with a counselor.
3. Have a counselor complete **Section B**. Call the Counseling office at (619) 644-7208 to schedule an appointment.
EOPS/ARC/CalWORKS students are encouraged to contact the EOPS/ARC/CalWORKS offices to schedule an appointment.
4. Please make sure that one of the following documents is attached to your petition: 1) Educational Plan, 2) DARS Evaluation or 3) General Education Information (Green sheet, Blue sheet, IGETC). One of these documents will be provided by the Counselor at your appointment.
5. Return petition to the Financial Aid Office.
6. **TO BE COMPLETED IN BLACK INK.**

SECTION A

1. ***By the time you have completed 71 units or have attempted 90 units, federal regulations mandate that you should have completed your educational objective for an associate degree or transfer at the Community College level. Furthermore, students will be expected to complete their educational objective for a certificate by the time they have completed 36 units and/or attempted 45 units, whichever comes first.*** Please state in DETAIL why you have not done so by this time and why you need additional coursework at Grossmont College. Specifically, you should address any changes in major and why the change was made, any semesters where there are units attempted with a W, F, NC and/or I, and/or any extenuating circumstances surrounding job re-training. Attach your signed, typed statement and, if appropriate, include copies of any supporting documentation (i.e. medical documentation supporting any injuries or need for re-training).

2. Have you attached supporting documentation in addition to your typed statement? ☐ Yes ☐ No

3. What is your educational objective at Grossmont College? (Financial Aid will typically fund **only one** objective.)

CHECK ONLY ONE: ☐ Certificate ☐ Associate Degree ☐ Transfer ☐ Associate Degree Transfer

4. If transferring to another institution, please list name _____.

5. What is your major for the educational objective you marked above? (Majors marked Associate Degree must appear in the Grossmont College Catalog) _____.

6. What catalog year are you using? (Please discuss with your counselor during your appointment)_____.

7. **Planned date** for graduation or **completion** of studies at Grossmont College _____ / _____
month year

8. The following courses meet my educational objective at Grossmont College:

<u>FALL 2018</u>		<u>SPRING 2019</u>	
<i>Subject & Course# (e.g. Psy 120 or Engl 120)</i>	<i>Units</i>	<i>Subject & Course# (e.g. Psy 120 or Engl 120)</i>	<i>Units</i>

By signing I am certifying that all the courses listed above are required for my major and educational goal here at Grossmont College. I further certify that all the information contained in this petition, in my statement and in all the supporting documentation is true and accurate. I understand that financial aid is intended only for required coursework for the educational objective I have declared.

WARNING: If you purposely give false or misleading information on this worksheet and/or any attached documentation, you may be fined, be sentenced to jail, or both.

Student Signature

Date

SECTION B (To be completed by an **Academic Counselor**)

Counselor: Please complete this section for the student **IN BLACK INK**. We need your help in clarifying the minimum number of units necessary to complete the student's educational objective at Grossmont College.

TRANSFER STUDENTS

1. List total number of units completed at all colleges which are transferable to the institution listed in Section A #4 (_____).
2. Which general education pattern is being followed? ☐ CSU Certification ☐ IGETC ☐ TAG ☐ Catalog Requirements
3. Do all of the courses listed in Section A #8 meet the student's educational objective at Grossmont College? ☐ Yes ☐ No
If no, which do not? _____
4. Has the student completed required general education? ☐ Yes ☐ No
5. If general education is not complete, how many units in addition to those listed in Section A #8 are needed? _____
6. If student needs additional units to complete preparation for major, how many more units(in addition to those listed in Section A #8) **MUST** be completed at Grossmont College before the student can transfer? _____
7. What is the earliest possible completion date for the remaining required coursework for the educational goal listed in Section A #7?
For a part-time student:_____ For a full-time student:_____
8. Has the student completed any remedial coursework? ☐ Yes ☐ No If yes, please list the coursework (i.e. Math 88, English 90)_____

NON-TRANSFER STUDENTS

1. Do all of the courses listed in Section A #8 meet the student's educational objective at Grossmont College? ☐ Yes ☐ No
If no, which do not? _____
2. If the student's goal is a Certificate or Associate degree, how many units in addition to those listed in Section A #8 are needed to complete the objective? _____
3. What is the earliest possible completion date for educational objective coursework listed in Section A #5?
For a part-time student:_____ For a full-time student:_____
4. Has the student completed any remedial coursework? ☐ Yes ☐ No If yes, please list the coursework (i.e. Math 88, English 90)_____

TRANSFER AND NON-TRANSFER STUDENTS

***** Please attach one of the following: 1) Educational Plan, 2) DARS Evaluation (all sections open) or 3) General Education (Green sheet, Blue sheet, IGETC) + Major Preparation *****

Additional Comments _____

☐ Official Academic Transcripts from all colleges have not been submitted/evaluated. This petition form may only include GCCCD coursework. All other official academic transcripts must be submitted and evaluated to receive complete and accurate information.

Counselor's Name (Print) _____ Signature _____ Date _____

FOR FINANCIAL AID OFFICE USE ONLY

Total Units Attempted_____ Total Units Completed_____ Overall GPA_____._____ Completion Rate_____ %
 Previous Petition? ☐ Yes ☐ No (last award year was _____) Previous **Warning** Status? ☐ Yes ☐ No (term _____; year _____)
 Previous **Probation** Status? ☐ Yes ☐ No (term _____; year _____) Units Deficient? ☐ Yes (# of Units:_____) ☐ No
 Assessment Placement: Math _____ English _____ ESL _____ PLEU _____
 Educational Objective _____ What is student's 150%? _____ Deducted ESL/Remedial units: _____

☐ Petition Approved (check all that apply)

- ☐ Fall only - final semester of eligibility at Grossmont College (student will have exceeded the maximum # of units by Spring).
- ☐ Final year of financial aid eligibility at Grossmont College (student will have exceeded the maximum # of units by end of year).
- ☐ As Re-training for length of program and educational plan is attached.
- ☐ Student will finish within or the same semester reaches the 150%.

☐ Petition Denied (check all that apply)

- ☐ Student has exceeded the institutional unit maximum for units completed.
- ☐ Student has exceeded the institutional unit maximum for units attempted.
- ☐ Not following educational plan.
- ☐ Student is not meeting Pace of Progression standards.
- ☐ Student did not explain Preventative Measures / Resolutions.
- ☐ Required documentation not submitted.
- ☐ Student needs to meet a semester of SAP to re-evaluate.

Additional Comments: _____

Financial Aid Advisor/Supervisor/Director Initials: _____

Date: _____

Counseling Center

FINANCIAL AID PETITIONS & FORMS

INSTRUCTIONS

If you are participating in the Extended Opportunity Program and Services (EOPS), please go by or call the office, located in Room 60-125. **Telephone:** (619) 644-7617

All other students contact the Counseling Center, Administration Building, and 10-162 **Telephone:** (619) 644-7208

The Counseling Center and EOPS are available to assist financial aid students with the following forms: **1)** Consortium Agreement, **2)** ESL Long Term Plan, and **3)** Petition for Maximum Units Exceeded.

Financial aid forms **ARE NOT** completed at Drop-In.

REGULAR APPOINTMENT

Regular counseling appointments can be made in person or by calling (619) 644-7208. You can choose a date and specific counselor you would like to see. Appointments are scheduled one week in advance and availability varies throughout the year. Check with Counseling for more information.

DROP-IN APPOINTMENT

Drop-in counseling is designed for quick 5-minute questions and is located in the Counseling Center lobby.

REQUESTING TRANSCRIPTS AND/OR EVALUATION OF TRANSCRIPTS

It is strongly recommended that academic transcripts be submitted from all prior institutions attended so that prior coursework may be used to determine outstanding academic requirements for your educational goal here at Grossmont College.

Step 1. At the Grossmont College Admissions and Records Office, obtain a "Transcript Request Form" and mail a form to each college or university previously attended. Check with the Grossmont College Admissions Office to verify that the transcript(s) has been received. It takes two to three weeks for a college to process and mail an official transcript.

Note: Transcripts that have been previously opened are **not** considered official.

Step 2. Once the transcript has been received at the Grossmont College Admissions and Records Office, request an "Evaluation of Transcripts" at the Grossmont College Counseling Center through an appointment with a Counselor. **NOTE: EOPS STUDENTS CHECK WITH THE EOPS OFFICE.**

Step 3. Before your appointment, complete all of **Section A** of the "71 or more units completed and/or more than 90 units attempted" petition before you meet with the counselor.

Step 4. Have the counselor fill out **Section B** of your Financial Aid Petition.

Step 5. Return the completed form to the Financial Aid Office.