

2019-2020 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). **Refer to the statement guidance on page 4 of this packet for more information.**

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 only fund **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 2019</u>		<u>SPRING 2020</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 their 150% of program.

☐ 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.

Statement Guidance for Unit Maximum Petitions

This is only a guide for the statement you need to submit with your Financial Aid Petition or Appeal. Please do not submit this sheet to the Grossmont College Financial Aid Office.

Instructions:

Explain in detail why you have not completed your educational objective.

For each semester where you had a non-passing grade (F, NC, W, I), please answer the questions for **A**. If you are addressing more than one semester, make sure that you create a timeline from the oldest semester to the most recent one. Please review your Academic History on Web-Advisor (see page 2) and follow the examples below.

Example:

Fall 2010

State the unique circumstance(s) that occurred to you or a member of your family; state the impact the circumstance(s) had on each course for which you received an F, NP, W or I; state how the circumstance(s) were resolved and describe any preventive measures that you implemented to ensure the circumstance(s) may not occur in the future; and attach supporting documentation.

Spring 2011

State the unique circumstance(s) that occurred to you or a member of your family; state the impact the circumstance(s) had on each course for which you received an F, NP, W or I; state how the circumstance(s) were resolved and describe any preventive measures that you implemented to ensure the circumstance(s) may not occur in the future; and attach supporting documentation.

Summer 2011

State the unique circumstance(s) that occurred to you or a member of your family; state the impact the circumstance(s) had on each course for which you received an F, NP, W or I; state how the circumstance(s) were resolved and describe any preventive measures that you implemented to ensure the circumstance(s) may not occur in the future; and attach supporting documentation.

If you need additional coursework because you changed your major or because you are pursuing job retraining, please answer the questions for **B** on page 2.

A) Questions regarding not passing your classes:

1. For the semester in question, what was the reason you did not meet satisfactory academic progress? What prevented you from passing your classes?
2. How did this (your reason) impact your academic education for the semester in question?
3. What is your resolution and preventive measures? How have you resolved the issue and what are you doing different so that this situation does not affect your academic education again?
4. Do you have any supporting documents? Do you have any documents within the dates of the semester in question that can back up your statement? If you do, please provide a copy that we can keep.
5. Is there anything else you forgot to mention that you think will help explain what happened? If so, please include in your statement.

B) Questions regarding changing your major and/or job retraining:

1. Why did you decide / think it necessary to start a different major and/or come back to school for an additional major?
2. How did this reason have an impact on your life? Example: disability/injury, financial circumstances, outdated prior degree/coursework, health, other extenuating circumstances, etc.
3. Do you have any supporting documents? Do you have any documents within the dates of the semester in question that can back up your statement? If you do, please provide a copy that we can keep.
4. Is there anything else you forgot to mention that you think will help explain what happened? If so, please include in your statement.

Steps to View Your Academic History on Web Advisor

1. Got to: <https://wa.gcccd.edu/>, **Log In** and select **Students**.



2. Once you have selected **Students**, find **Academic Profile** located on the mid-right section then select **Academic History**. Once you are there, select **WA Webadvisor** for transcript type and click **Submit**.



3. After following the steps above, you should be able to see your academic history which will include your grade(s) and term(s) which you attended.

