



Satisfactory Academic Progress Petition

Financial Aid Office
2600 N. 20th Ave | Pasco, WA 99301
(509) 547-0511

Student Information

Name _____ SID _____

Directions

This petition is intended for students whose financial aid eligibility has been suspended due to not meeting required Satisfactory Academic Progress during one or more quarters OR who have exceeded the maximum number of credits allowed for their program of study.

Petitions must include ALL of the following (they should be attached to this form):

1) A signed and dated personal statement that explains:

- What happened and when did it happen (dates),
- What has changed in your circumstances, and
- What is your plan for academic success in the future.

2) Current Academic Plan

Submit a current and complete academic plan, signed by you and your advisor. *Keep a copy for your records!*

3) Supporting Documentation*

Documentation from outside sources such as copies of medical bills, letters from physicians or counselors to verify your statement regarding WHAT happened and WHEN it happened.

**If you are filing a petition due to exceeding the maximum credit limit, supporting documentation is not required.*

Acknowledgment and Signature

By signing and submitting this request, I certify that I understand the following:

- *If I am registered for classes, I must pay tuition in full or enroll in the Student Tuition Easy Payment Plan (STEPP). If I am unable to pay, I am responsible for officially withdrawing from my classes.*
- *I must follow my Academic Plan and maintain good academic standing to maintain future eligibility.*
- *The approval of this request does not allow the Financial Aid Office to exceed funding limits prescribed by Federal and State regulations and Columbia Basin College policies.*
- *The Academic Plan submitted with this petition must match my declared program of study at Columbia Basin College. I authorize the Financial Aid Office to verify my official program of study and, if necessary, to have it updated to reflect the plan submitted with this petition.*

Student's Signature _____ Date _____

Please see the back of this form for tips on filing your petition

For Office Use Only

- MAXT Checklist:
- SUSP 1st Petition Checklist:
- SUSP 2nd Petition Checklist:
- Approved
- Denied

Satisfactory Academic Progress Petition Tips

Need help filing your petition? Below are some tips and suggestions!

What should I include in my statement?

If you did not pass your classes successfully, include the following in your statement:

- What happened and when did it happen? Explain the unexpected circumstances which were beyond your control (such as illness, injury, death in the family) that caused your academic struggles. You must also provide the dates these events occurred.
- How did you resolve your situation? It is vital to address the steps you've taken to resolve your situation so it will no longer interfere with successful completion of your classes.
- What are you doing to stay successful in future terms? Clearly present the things you are doing to be successful in your classes (i.e. tutoring, counseling, back-up child care plans, taking less classes, pursuing a degree that is a better fit, etc.).

OR

If you have exceeded the maximum number of credits for your program, include the following in your statement:

- Explain why you have not completed your program of study within the number of credits allowed.
- Did you need to retake classes due to unsatisfactory grades?
- Did you need to take lower level classes to get to the level required for your program?
- Did you withdraw from classes?
- Did you change your program?
- Describe your plan to finish your program in a timely manner.

What is supporting documentation?

Include any documents from an outside source that will support the circumstances you presented in your statement. All documentation should:

- Show a clear connection to you.
- Be signed and have dates that align with the information you specified in your statement.
- Clearly support the information in your statement.
- Confirm your ability to return to studies. (Resolution of emotional, medical, housing, financial, transportation issues, etc.).

How do I get an Academic Plan?

Contact the Counseling and Advising Center at (509) 542-5505 or counseling@columbiabasin.edu to schedule an appointment with a Completion Coach. Please ensure your Academic Plan is signed by both your advisor and yourself.

Once you receive an approved academic plan, be sure to register for program-required classes only. Registering for classes that are not required for your program may result in a denial of your petition.

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to the Vice President for Human Resources & Legal Affairs and CBC's Title IX/EEO Coordinator at (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact CBC Disability Support Services at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.