Financial Aid
Satisfactory Progress Petition

Student Information

Name (Last, First) _____ SSN _____ SID _____

Phone_____ Email_____

Instructions

Your eligibility for financial aid at CBC has been suspended because you did not meet the required standards for academic progress in one or more quarters. This petition is available for use by students whose academic performance was substantially impacted by unforeseen, extenuating circumstances during the quarter(s) that resulted in the suspension. Your completed petition (with all attachments) must be submitted at Hawk Central (H Building) or scanned and emailed to financialaid@columbiabasin.edu.

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

1) **A personal statement that explains**:
   a. Why you did not achieve the minimum satisfactory progress requirements. These should be unforeseen circumstances that happened to you and over which you had no control;
   b. When these circumstances took place;
   c. How the situation has been resolved such that the circumstances will no longer interfere with your ability to be academically successful; AND
   d. What you will do, your plan, to ensure that you will meet the required academic standards in future quarters. (To review the standards visit our website: columbiabasin.edu/finaid/sap)
2) **Documentation that verifies the circumstances described in your written statement.**

Acknowledgment and Signature

I understand that CBC personnel have the right to clarify and verify the information provided in this petition. I understand that additional information or documentation may be required.

Student's Signature_____ Date_____

Office Use Only: Pace of Progression % _____ Approved _____ Denied _____

Notes/Comments:

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 Camilla Glatt, Vice President for Human Resources & Legal Affairs and CBC's Title IX 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 the CBC Resource Center 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.