

# Foothill College -- Financial Aid Office

## Petition For Over The 'Average' Timeframe (page 1)

Name: \_\_\_\_\_ SID: \_\_\_\_\_

Foothill College records indicate that you have **attempted** (at this and/or other institutions) over 133% of the units required to earn a degree, certificate, or to transfer from a community college, **OR** you have already earned the equivalent of an AA/AS degree or higher. You are, therefore, considered to be “over the ‘average’ timeframe” and, based on Federal and Foothill College guidelines, are currently disqualified from receiving future financial aid from Foothill College, excluding the BOG Fee waiver and scholarship opportunities.

We can consider a **ONE-TIME ONLY** appeal of your disqualified financial aid status only after a comprehensive review of your educational goal and plan at Foothill. Please see instructions below.

### Instructions

#### **Follow these 4 steps to complete your petition:**

- 1) Make a minimum 30-minute appointment with a Foothill academic counselor to create and lock your educational plan on DegreeWorks.
  - You can schedule an appointment with a general academic counselor by visiting [www.foothill.edu/counseling/counselappt.php](http://www.foothill.edu/counseling/counselappt.php) EOPS students should schedule an appointment with their EOPS counselor.
  - Bring prior college/university official transcripts to your counseling appointment or submit them in advance to Admissions & Records for evaluation.
- 2) Complete parts **A through E** of this petition (A and B may require your counselor's assistance).
- 3) Use the Completion Checklist on page 2 to ensure proper completion of the form. Check off each item and then make sure to sign and date the form.
- 4) Submit your completed petition, including a current printout of your DegreeWorks educational plan and a detailed written statement, to the Financial Aid Office.

**Note for Allied Health students:**

If you are admitted to and actively enrolled in a fixed allied health program, you do not need to make a counseling appointment. Instead, please attach a copy of your acceptance letter and the course curriculum.

❖ **IMPORTANT:** If your petition is approved, it is critical that you follow your educational plan. You need to enroll in and pass **ALL** of the classes listed on your plan within the approved timeframe.

➤ **DIRECTIONS FOR COUNSELORS:**

This student is requesting additional aid at the undergraduate level after exceeding the 'average' timeframe of their educational goal or after earning an AA/AS degree or higher. They must meet with a counselor and have an official 'locked' educational plan prepared in DegreeWorks of courses still **required** for their stated educational goal. Beginning with the current quarter, please list **ALL required** courses by quarter and, for each course, indicate whether it is GE, major, prerequisite or elective.

### FINANCIAL AID OFFICE USE ONLY

Status:    Approved       Denied       Pending \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
Financial Aid Director

\_\_\_\_\_  
Date

# Petition For Over The 'Average' Timeframe (page 2)

Name: \_\_\_\_\_ SID: \_\_\_\_\_

**A. Please indicate your primary educational goal at Foothill College:**

\_\_\_\_\_ AA/AS degree in the following major: \_\_\_\_\_

\_\_\_\_\_ Certificate in the following field of study: \_\_\_\_\_

\_\_\_\_\_ Transfer to the following College/University: \_\_\_\_\_

▪ Major at transfer school: \_\_\_\_\_

**B. Total units still required for completion of your stated Foothill goal:** \_\_\_\_\_

**Total quarters still required for completion of your stated Foothill goal:** \_\_\_\_\_

**C. Have you previously earned a college degree (domestic or foreign)?**  Yes  No

If yes, please list prior college degree(s):

<i>Type of degree</i>	<i>Major in which degree was earned</i>	<i>Year degree earned</i>
-----------------------	---	---------------------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

**D. Written Statement: *Important:*** Attach a typed or handwritten statement that describes:

1) What you have studied previously; 2) Why you have accumulated the **attempted number of units** you have and not yet reached your stated educational goal; and 3) Why you need additional time to complete your goal. *If you've previously earned a college degree*, you also need to explain **WHY** you are pursuing another degree.

**E. Completion Checklist:** Do not submit your petition until you've checked off each item below.

- My petition is filled out completely and I have attached both a detailed written statement and a printout of my DegreeWorks educational plan (locked by my counselor) showing ALL classes needed to reach my stated educational goal.
- The academic major I see when I log into my MyPortal account and look at my unofficial transcript matches the educational goal listed on my petition.
- For the current quarter and, if applicable, upcoming quarter, I am enrolled (not just waitlisted) in the classes listed on my educational plan.
- I have made a copy of my petition, including my educational plan, for my records.
- Pell Grant/Loan Maximums:** Go to [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/).
  - What is the total percentage of Pell Grant used to date? \_\_\_\_\_ (Lifetime max is 600%).
  - What is the total amount of student loan debt? \_\_\_\_\_. (Subsidized max is \$23,000).

**I understand that if this petition is approved:**

- 1) Foothill may provide me with financial aid only for those units **required** to reach my stated educational goal;
- 2) I will be in a **probationary** financial aid status for the number of quarters approved to reach my stated educational goal; and
- 3) If I do **not** make Satisfactory Progress (SP) during any one of those quarters **OR** if I deviate from my educational plan, I will immediately go into a permanent disqualification status. Please see the following link for more information about SP: [http://www.foothill.edu/aid/fa\\_progress.php](http://www.foothill.edu/aid/fa_progress.php)

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