

Office Use Only:

Received by/Date

**APPEAL PETITION FORM**  
**2011-2012 AID-YEAR**

NAME: \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONES (    ) \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**REASON(S) FOR PETITION (CHECK AND COMPLETE ALL THAT APPLY):**

\_\_\_\_\_ EXCESSIVE ATTEMPTED UNITS (90 OR MORE) AS OF \_\_\_\_\_ SEMESTER

\_\_\_\_\_ FINANCIAL AID DISQUALIFIED AS OF START OF \_\_\_\_\_ SEMESTER

\_\_\_\_\_ RECEIVED AA/AS DEGREE

**I PLAN TO GRADUATE OR TRANSFER FROM CAÑADA COLLEGE AS OF \_\_\_\_\_/\_\_\_\_\_  
Month Year**

**MY GOAL IS TO COMPLETE:**

CERTIFICATE \_\_\_\_\_ AA/AS DEGREE \_\_\_\_\_ TRANSFER/BA DEGREE \_\_\_\_\_

**MY MAJOR AREA OF STUDY IS \_\_\_\_\_**

Complete this form if you wish to appeal your academic status for the 2011-2012 school year. Once completed submit this form to the Financial Aid Office, Bldg. 9, Room 109. ***Documentation should be included (i.e. illness, family emergency, etc.) with this petition, if that is the basis for requesting an exception. Failure to include appropriate documentation will result in your appeal denial.***

- ✓ You (the student) **must complete** items 1 and 2 on the back of this form.
- ✓ **A current Student Educational Plan (SEP) must be included with petition.** Make an appointment with a Cañada College Counselor to do a Student Educational Plan. Drop in service is available or you may schedule an appointment with a counselor by calling the Counseling Center at (650) 306-3452. Just a reminder, the counseling center is closed on Fridays during summer session.
- ✓ After meeting with a counselor, go to the Financial Aid Office located in Bldg. 9, Room 109 to submit your completed Appeal form. Our office hours are Monday – Thursday 8:00 a.m. – 4:30 p.m., Tuesday and Wednesday evenings 4:30 p.m. – 7:00 p.m., and Fridays 8:00 a.m. – 12 noon.
- ✓ Please note that if your appeal is approved, you are considered to be on “Probationary” status and are required to meet SAP standards. You may be required to appeal for the following term if your overall/cumulative GPA and pace rate do not meet SAP standards.

**1) REASON FOR EXCEPTIONS (S):** Describe any circumstances you believe should be considered in reviewing your petition for reinstatement or continuation of Financial Aid. Be as specific as you can, giving dates and times if relevant. (ATTACH A SEPARATE SHEET IF NECESSARY)

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**2) PLAN FOR RESOLVING EXCEPTIONS (S):** Describe how you intend to resolve the circumstance(s) as it relates to successfully completing your studies at Cañada. Be as specific as you can in terms of tutoring, childcare, reductions in work schedule, change in major, or other factors that affected your ability to complete your classes.

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**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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**FOR OFFICE USE ONLY**

\_\_\_\_\_ TERM \_\_\_\_\_ YEAR

APPEAL RESULTS: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ PENDING

CONDITIONS: \_\_\_\_\_ FOLLOW CURRENT SEP \_\_\_\_\_ UPDATE SEP \_\_\_\_\_ MAKE SAP

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Approved Signature