

STUDENT NAME _____

BRANDMAN ID NUMBER _____

Federal law requires that financial aid recipients and applicants maintain **Satisfactory Academic Progress** toward their educational objectives. If there was an extraordinary situation that prevented you from meeting the minimum standards, you may petition for reinstatement of assistance by completing this form and providing third party documentation. Please indicate the appropriate circumstance below and attach to this form the necessary documentation related to your situation. All required documentation must be included for your petition to be considered.

Indicate below the reason(s) your academic record is below federal standards:

- Death in the immediate family (parents, siblings, spouse, or dependent children). Include the relationship of family member to you and a copy of the death certificate, funeral program, or obituary
- Documented illness or injury suffered by you that prevented class attendance for an extended period of time (include dates and documentation of illness or injury and a statement from a physician that you are sufficiently recovered to return to school)
- Documented illness or injury of a family member that required your care (include the nature of the care you provided, the dates and documentation of the illness or injury, and a statement explaining why your care is no longer needed)
- Military withdrawal from classes due to change of duty assignment (include copy of orders, statement from commanding officer, or other suitable document)
- Victim of a crime or unexpected disaster (include copy of police report, third party letters, etc.)
- Multiple changes of your academic program, which resulted in your enrolling in more than 150 percent of the units required for graduation (explain why you changed from each academic program to the next one, and why you will successfully complete your current program)
- Other circumstances not addressed in the above categories. (Include third party documentation that supports your statement.)

Attach the following documentation to this form:

- A typed, detailed letter of explanation that addresses the circumstances that prevented you from meeting the minimum standards. Your statement must address each of the following items:
 - The academic periods in which the circumstances occurred.
 - The nature of your exceptional circumstance. Indicate if the situation is ongoing or non-recurring.
 - The specific strategies you will employ to complete your courses successfully in the future.
- A copy of your degree audit, which can be obtained from your MyBrandman self-service portal.
- The academic plan on page 2 of this form that must be completed in conference with your academic advisor.
- Third party documentation as required per above instructions.

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Academic Plan

- Every student who petitions for reinstatement of financial aid eligibility must meet with an academic advisor to develop an academic plan that will ultimately result in meeting satisfactory academic progress standards.
- If your petition is approved, you may modify your plan for future sessions with approval of your academic advisor and the Financial Aid Office. Be sure to meet with your academic advisor if you do not believe you can meet the terms of the plan.
- You must adhere to the plan each and every session. Any deviation (including withdrawals) will make this plan void and make you ineligible for financial aid.
- Your plan may not exceed six sessions if your academic deficiency is related to GPA or 2/3 completion. If related to excessive units, you can take more time but must enroll only in courses required for graduation.
- The Financial Aid Office will monitor your courses/grades/completion each trimester while you are under the terms of the plan.

Session:	Year:	Session:	Year:	Session:	Year:
Course #s:		Course #s:		Course #s:	
Units:		Units:		Units:	
Minimum Session GPA:		Minimum Session GPA:		Minimum Session GPA:	

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Units:		Units:		Units:	
Minimum Session GPA:		Minimum Session GPA:		Minimum Session GPA:	

Anticipated Graduation Date: _____ **Date SAP Standards will be met:** _____

List any Repeat Course(s): _____ **SAP Reason(s) (circle):** **GPA** **PACE** (67%) **TIME** (150%)

Advisor Signature:	Campus Director Initials(optional):	Date:
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Statement of Understanding:

- The information I have provided on this petition and related supporting documents is correct and true.
- I have met with my academic advisor and agree to the academic plan indicated above.
- I have read and understand the Brandman University Satisfactory Academic Progress requirements. I understand that I must meet or exceed Satisfactory Academic Progress requirements in accordance with the plan. I understand that I have no further opportunities to petition for reinstatement of assistance regardless of the reason. I understand that I must follow this academic plan exactly as stated in this petition in order to remain eligible for financial aid. Withdrawal, failure, or an incomplete grade in any course for any reason will void this plan and result in suspension of financial aid. The plan can be revised for a future trimester if the modification is approved in advance of the term by my advisor and the Financial Aid Office.

Student Signature:	Date:
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