

GUIDELINES FOR MAKING A PETITION TO THE FINANCIAL AID & SCHOLARSHIP PETITION COMMITTEE

(Last Update May 8, 2009)

This petition must be a written request. There is no form or application.

1. The petition should include your name, W#, and current mailing address. It should be typed or neatly handwritten.
2. Tell the Committee what situation or event caused you to have the satisfactory progress problem that placed you in jeopardy of losing your financial aid or scholarship. Formal documentation is required to substantiate your circumstances and must be submitted with the letter of petition.
3. Give details as to why you feel that such conditions no longer exist and how you will be able to make satisfactory progress toward your degree from this point forward.
4. Share your educational goals with the committee. Let them know your field of study. You should also tell the committee how many more semester hours you need to obtain your degree and provide a schedule of courses that will get you to that goal. You may add any information you feel has valid bearing on your case. Be factual, deal with the issues.
5. If your suspension is a result of exceeding the Federal limit of attempted hours to attain a bachelor or associate degree, you must obtain a graduation evaluation from your department of study that states the courses and number of hours required to graduate. If your program of study requires more than the average number of hours, your department advisor must provide the committee with this information. These items must be submitted with the petition letter.
6. Submit the petition to the Financial Aid & Scholarship Office, 1136 University Circle, Ogden, UT 84408; by fax (801) 626-7408. The Petition Committee generally meets once per week. You will receive written notice within one-week of the date of the Petition Committee's decision.
7. Petitions to the Financial Aid & Scholarship Petition Committee must be submitted within one calendar year after the event or issue being contested.