

SANTA CLARA UNIVERSITY
SATISFACTORY ACADEMIC PROGRESS PETITION

As a financial aid recipient, you are expected to maintain satisfactory academic progress as defined in the University Bulletin. If you have not or will not make progress, you have the right to petition for release of your aid. Aid is released only if you had and, if applicable, can verify extenuating circumstances. Examples of extenuating circumstances are illness or injury during the term, death or serious illness/injury of an immediate family member, late submission of a grade or grade change. Acceptable documentation includes, but is not limited to, doctor's statement or memo from your academic advisor or a Drahmman Center Advisor.

Name: _____ Student ID Number: _____

Address: _____

Phone: _____ Email: _____

Explain specifically and in detail what circumstance(s) prevented you from completing the minimum number of credits required of you. **Attach additional pages, if necessary along, with supporting documents.**

Explain specifically in detail what you have done or what changes have occurred so that the above mentioned circumstance(s) will not hinder your progress in the future.

How do you plan to make up your deficient credits?

Student Signature: _____ Date: _____

Approved Denied Please see a counselor Pending: _____

Comments: _____

Counselor Signature: _____ Date: _____

Office of Student Financial Aid
Varsi Hall, 2nd Floor
(408) 554-4505 Voice
(408) 554-2154 FAX