

Office of Financial Aid CAS - Financial Aid Petition

Student Legal Name (First & Last)

Lewis & Clark ID

Student Email Address

Instructions: Review page 2 for information about the petition process. Select the reason for your petition (check all that apply):

I want to request part-time institutional aid

I want to request an additional semester of aid

I want to request reinstatement of financial aid eligibility following Satisfactory Academic Progress (SAP) suspension

Required Documentation:

- 1) Today's Date:
- 2) Use the box below to provide details for the request, such as concrete examples to support your reason for your petition, your anticipated graduation date, systems in place to support your academic success, etc. Attach an additional page, if needed.
- 3) Work with your advisor, or an advisor from the Advising Center, to complete an [Academic Plan](#). It must be signed by the advisor or they may email the completed Academic Plan to the Financial Aid Office from their official LC email address.

College of Arts & Sciences

Request part-time financial aid:

Financial aid eligibility is based on full-time enrollment of 12 credits minimum. However, you can submit the following to appeal to receive aid for part-time enrollment:

- The CAS-Financial Aid Petition Form.
- Academic Plan: Must be signed by your academic advisor or an advisor from the College Advising Center or sent to us from their LC email address.
- Program Evaluation: If you are requesting to under-load for your final semester, the program evaluation can be submitted by your advisor instead of an academic plan.

Request an additional semester of aid:

If you have used all semesters of financial aid eligibility but have not completed your graduation requirements, you can submit the following to appeal for an additional semester of aid:

- The CAS-Financial Aid Petition Form
- Academic Plan: Must be signed by your academic advisor or an advisor from the College Advising Center or sent to us from their LC email address.

Request reinstatement of financial aid eligibility following Satisfactory Academic Progress (SAP) suspension:

Students must be in good academic standing to receive financial aid. L&C's policy and federal regulations require that students make adequate progress toward their intended degree if they wish to maintain eligibility for financial aid.

If you are ineligible for financial aid for any of the following reasons, you can appeal for reinstatement of your eligibility:

- Not meeting the pace of course completion standard of 67% (determined by dividing number of credits completed by the number of credits attempted)
- Not meeting the cumulative GPA standard of at least 2.0
- Being placed on academic probation by the Registrar's office (even if meeting the Satisfactory Academic Progress standards)
- Not meeting your Satisfactory Academic Progress benchmarks as determined in prior financial aid eligibility appeal process

Please submit the following to appeal for reinstatement of your financial aid:

- The CAS-Financial Aid Petition Form
- Academic Plan: Must be signed by your academic advisor or an advisor from the College Advising Center or sent to us from their email address.
- Program Evaluation: If you are requesting to under-load for your final semester, the program evaluation can be submitted by your advisor instead of an academic plan.