

Deadlines for submission

Fall 2011  
Winter 2012

October 7, 2011  
January 20, 2012

Spring 2012  
Summer 2012

April 13, 2012  
July 6, 2012

2011-2012 MAXIMUM ENROLLMENT LIMIT PETITION

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PRINT Last Name First Name PSU ID Number  
( ) @PDX.EDU  
Phone number E-mail address - PRINT

▶▶ Messages regarding this petition will be sent to your PDX.EDU e-mail address.

I am petitioning to receive aid beginning \_\_\_\_\_ term

You must be eligible to register for classes in the term for which you are seeking aid. Students who have a registration hold or who have been academically dismissed are not eligible to register. These issues must be resolved before this petition is submitted.

Purpose of petition:

Federal financial aid regulations require schools to establish a maximum time limit for students to complete their academic program. For undergraduate students, the limit is 270 attempted undergraduate credits, including transfer credits. The maximum limit for post-baccalaureate students is 90 credits. The maximum limit for graduate students is determined by the particular program of study. This petition is for students who have not completed their requirements within the established maximum limits.

Instructions for submitting petition:

Work with your advisor to prepare your petition. Be sure to present a complete and accurate list of remaining courses to finish your degree; do not "pad" the list with optional courses. If you have completed all degree requirements for one major, federal student aid regulations do not permit additional undergraduate financial aid for any other purpose. When a petition is approved for aid beyond the maximum time limit, that decision is final. Only documented circumstances beyond your control that prevented you from completing attempted classes will be considered in a second petition. Failing to follow your plan, changing majors, or an incomplete initial plan are not valid reasons for a second petition.

Total credits needed to complete degree (include credits enrolled for the current term) \_\_\_\_\_

Expected graduation date: End of \_\_\_\_\_ term \_\_\_\_\_ year

Academic Advisor \_\_\_\_\_ Dept. \_\_\_\_\_

Please print  
Academic Advisor's Signature \_\_\_\_\_

Advisor's phone ext. 5- \_\_\_\_\_ Date: \_\_\_\_\_

UNDERGRADUATES and Post-bac. students completing a second bachelor's degree:

You must attach all pages of a current Degree Audit Report (DARS) with all your remaining requirements highlighted

If you will complete two majors, or a major and a minor, and you will complete both during the same term, submit Degree Audit Reports for both programs

**Student's Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_  
PRINT Last Name First Name

1. Write a concise explanation of why you have not yet completed your degree or program requirements within the maximum enrollment limit. If more space is needed, attach another page.

2. List each remaining course required to complete your program and the terms in which you will take the courses. Use the format in the example below **Include the classes you are taking now** if your petition is for the current term. If more space is needed, attach another page.

	<u>Dept &amp; No.</u>	<u>Course Title</u>	<u>Term &amp; Year</u>	<u># Credits</u>
EXAMPLE	<i>Geog 462</i>	<i>Sense of Place</i>	<i>Winter 2012</i>	<i>4</i>

**IMPORTANT:** If any required classes shown on your Degree Audit Report are being waived or satisfied by substituting another course, the advisor must include a note on the DARS report to indicate how the required course(s) will be satisfied.

**Return completed form to the Office of Financial Aid**

Portland State University  
PO Box 851  
Portland, OR  
97207-0851

Phone: 503-725-3461  
Toll Free: 800-547-8887  
FAX #: 503-725-5965

All the information included is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information I have submitted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_