

PORTLAND STATE UNIVERSITY

Office of Student Financial Aid

2007-2008

2008-2009

Student's Name: _____ ID#: _____
(Please print) Last First

Street Address City State Zip

MAXIMUM TIME LIMIT PETITION

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 and 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.

Important information:

Work with your advisor to prepare your petition. Be sure to present a complete and accurate list of remaining courses to finish your degree, but do not "pad" the list with optional courses. If you have met all degree requirements for one major, a petition to complete another major within a first bachelor's degree cannot be approved. **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.

1. Total credits needed _____ (including registration for current term)

2. Expected graduation date: end of _____ term _____ year

Academic Advisor's Signature _____ phone ext. 5- _____

Department: _____ Date: _____

UNDERGRADUATES: You must also attach *all pages* of a current Degree Audit Report with all your remaining requirements highlighted

If you are completing major and minor requirements, submit reports for both programs

If you are working on two majors that will be completed *during the same term*, submit reports for both programs

Student's Name: _____ **ID#:** _____

3. This petition is to receive aid starting with _____ term _____ year
4. Write a concise explanation of why you have not yet completed your degree requirements within the maximum time limit. If more space is needed, attach another page.

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

<u>Course Number & Title</u>	<u>Term Year</u>	<u># Credits</u>
Geog 462 Sense of Place	Fall 200x	4

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: _____

MAXPET - Department Use Only

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Approved _____ **Denied** _____ Counselor: _____ Date: _____

Reason: