



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

**IMPORTANT:**

Your financial aid will not be disbursed until this Maximum Enrollment Satisfactory Academic Progress (SAP) petition is approved. Please submit this form including any supporting documentation as soon as possible to avoid any delays in your financial aid disbursement.

**Be advised, in order to be eligible for financial aid for the term you are petitioning, this petition must be approved before the end of the term. Please note the processing of these forms can take anywhere between 2-4 weeks.**

I am petitioning to receive financial aid beginning \_\_\_\_\_ term, taking \_\_\_\_\_ credits.

Important information about the petition process

- If you have completed all degree requirements for one major, **federal student aid regulations prohibit additional undergraduate financial aid for any other purpose.**
- Your academic adviser must sign the petition.
- If this petition is approved, you are expected to follow the plan you submit.
- If this petition is approved for aid beyond the maximum enrollment limit, the decision is final and cannot be extended.

Complete Steps 1-5

- 1) On a separate piece of paper please submit a concise statement (dated and signed) explaining why you have not yet completed your degree or program requirements within the maximum enrollment limit. Please attach your signed personal statement to this petition.
- 2) Print a copy of your Degree Audit Report (DARS) for your declared major. Attach the report to this petition. The catalog year on the report must match the catalog year indicated by your academic adviser in section 5 of this petition.
- 3) Make an appointment with your academic adviser.
  - Adviser contact information is available at <http://www.pdx.edu/advising>
- 4) On the next page, complete a list of each remaining course required to complete your program, and the terms you will take the courses.
  - This is a specific list based on your remaining required courses—not a general degree outline.

Mailing Address:

Office of Student Financial Aid and Scholarships  
Portland State University  
PO Box 851  
Portland, Oregon 97207-0851

Physical Address:

Fariborz Maseeh Hall  
Portland State University  
1855 SW Broadway  
Portland, Oregon 97207-3295

Phone: (503) 725-3461  
Fax: (503) 725-5965  
Toll-Free: (800) 547-8887

**Department use only: MAXP-O**

- 5) List all the remaining courses required to complete your program using the form below. Use a separate sheet of paper if necessary. Be sure to include your current enrollment in this plan.

Department and Number	Course Title	Term and Year	Number of Credits
<b>Total Number of Credits:</b>			

ADVISER: Please list only the remaining required courses needed to complete their declared major. Include all remaining degree requirements, including general degree requirements. If you are waiving requirements or approving substitutions, make note on the Degree Audit Report to indicate how the required courses will be satisfied. Please initial your note.

Student's major: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

Academic adviser (PLEASE PRINT): \_\_\_\_\_ Dept. \_\_\_\_\_

Academic adviser signature: \_\_\_\_\_

Phone extension: 5-\_\_\_\_\_ Date: \_\_\_\_\_

All of the information included in this petition is true and complete to the best of my knowledge.  
All messages regarding this petition will be sent to your @pdx.edu email address.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(No typed signatures permitted)

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