Completed Petition-To-Extend Forms will be accepted and reviewed:

August 24 – September 10, 2015.*
(You may submit the form early)

*Petition To Extend forms received on or after September 11, 2015 will be reviewed in date order, but if they are approved, it will be for winter 2016.
INSTRUCTIONS FOR COMPLETING A PETITION
TO EXTEND FINANCIAL AID ELIGIBILITY

The attached petition is used to determine whether your aid eligibility can be extended beyond the 135 credit limit for a 2-year program or the 68 credit limit for a 1-year certificate program. **Follow the directions very carefully.**

Incomplete petitions “may” be tabled and will delay the process. Your actual program credit limit will be based on 150% of your program credit requirement. This petition must also be submitted if you have already received a degree or certificate, either from LBCC or any other college or university.

**Step I**
Do you have a certificate, Associates, BA, Masters, or Professional Degree or have credits you transferred to LBCC from another educational institution, with the intent of completing your degree at LBCC? If so, please submit “official” transcripts to the LBCC First Stop Center. Once the transcripts have arrived, you will need to submit a Transfer Credit Evaluation Form (On-line Admissions process). This process can take 4-6 weeks.

**Step II**
Complete the Petition to Extend form (provide an explanation of why you require additional credits to complete your degree at LBCC).

**Step III**
Complete your Degree Evaluation in the DegreeRunner at [www.webrunner.linnbenton.edu](http://www.webrunner.linnbenton.edu). Log into your Webrunner account, go to Student then Academic Records. (You may only complete one major while on financial aid).

**Step IV**
Review the school catalog to see which terms your classes are offered and **plan your schedule for all remaining terms** (refer to your Degree Evaluation for required classes. Remember, only required classes for graduation and/or developmental classes can be included for extension purposes.

**Step V**
Make an appointment to meet with your Academic Advisor to review your Degree Evaluation, and Education Plan. If you are in an “undecided” major, check with a Counselor in the Career Center.

Indicate which terms you plan to attend and your anticipated courses on the attached Education Plan form. (**Plan must be completed by and approved by Academic Advisor**)

**Step VI**
Submit all completed materials to the Financial Aid Office. **Keep a photocopy of your completed forms** (petition, Education plan, and Degree Evaluation).

**Reasons for approval:**

Generally, acceptable reasons for granting an extension may include but are not limited to the following:

- substantial developmental classes
- change in major (usually limited to one change)
- change in program requirements
- gap in attendance of two or more years
- documented learning disability
- extended illness, injury and disability (may require documentation from your healthcare provider)
- change in degree program necessitated by physical, mental and/or emotional disability
- pursuit of degree majors that typically require more time and credit hours e.g. Nursing, Engineering and Graphic Arts

**Transfer Credits:**

Only transfer credit hours from official transcripts submitted to the Registrar’s Office that satisfy degree/certificate requirements for your current degree objective will be counted.
PETITION TO EXTEND FINANCIAL AID ELIGIBILITY

Student’s Name __________________________ SSN _______________________

Address __________________________ Phone _______________________

City, St, Zip __________________________ E-mail _______________________

I request that my aid eligibility be extended to allow me to complete my current degree or certificate. I plan to complete my program at the end of: Term _______ Year _________. My current educational objective is ______________________________________________________.

Do you have a Certificate, Associates or a Bachelor’s degree? ___ Yes (or) ___ No. If yes, list major(s) _____________________________

Have you submitted your “official” transcripts to the LBCC Admissions Office and requested a Transfer Credit Evaluation? ___ Yes (or) ___ No (this is required before your petition can be reviewed)

More time is needed to complete my degree or certificate because: (if you need more space, attach a separate sheet of paper)

____________________________________

____________________________________

____________________________________

Student’s Signature __________________________ Date _______________________

To be completed by your Academic Advisor

Submit an Education Plan, listing all required courses remaining to complete program of study.

___ Degree Evaluation has been reviewed by Academic Advisor. Please attach a copy of the degree evaluation.

___ By signing this petition, I certify that the courses listed on the Education Plan are the required courses to complete the listed program of study. _____ All substitutions have been recorded in Degree Runner Communicator.

____________________________________

Signature of Academic Advisor

____________________________________

Printed name of Academic Advisor

If you deviate from your proposed plan you may jeopardize your financial aid eligibility. 100% successful completion required (complete all classes with a “C” or better).

____________________________________

(FINANCIAL AID OFFICE USE ONLY)

___ Petition approved for _______ extended credits. Aid eligibility stops at the end of _______ credits.

___ Petition denied. _____ Petition tabled – need more information. Date: ____________

Comments: ________________________________________________________________

____________________________________

____________________________________

Signature of Financial Aid Advisor/Director Date

Return this form to: Linn-Benton Community College, Financial Aid Office

6500 Pacific Blvd. S.W., Albany, OR 97321

(541) 917-4850; FAX (541) 917-4864

Linn-Benton community College is an equal opportunity educator and employer

Revised 05/2015
# Education Plan

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- **Computerized Placement Test Results:**

  - **Math:** 20 60 65 95 111
  - **Reading:** 90 115 120
  - **Writing:** 90 95 115 121

- **Total credits earned toward degree:**

- **Date:**

- **Updated:** 11/7/2012