

## 2022-2023 UNUSUAL ENROLLMENT HISTORY PETITION

\_\_\_\_\_  
**Last Name**

\_\_\_\_\_  
**First Name**

\_\_\_\_\_  
**Student ID Number**

The U.S. Department of Education requires colleges to review the past enrollment histories for certain students that apply for federal financial aid funds. Students who attended multiple schools during the 2019-2020, 2020-2021, and/or 2021-2022 academic years or who meet other criteria may be selected for review. Los Angeles City College is required to review your enrollment history for these years to determine your eligibility for federal aid.

The academic records that you submitted indicate that you did not earn any academic credit in one or more of the years outlined above even though you received financial aid at the same time. Please follow the steps below.

**Step 1: Personal Statement**

On the space provided below (or on a separate sheet) please explain the circumstance(s) which prevented you from earning academic credit during the year(s) which you received financial aid. Make sure your statement is clear and concise. Avoid vague statements such as "I had personal problems." You must indicate what has changed and/or what circumstances are different now that will allow you to complete attempted courses. Be as specific as possible with your reasons, circumstance, timelines, and information.

**Step 2: Supporting Documentation (if applicable)**

You may provide documentation to support the circumstance(s) in your petition. Circumstances acceptable for your petition are limited to severe illness or injury to the student, family emergencies, military obligations, the death of an immediate family member, or other unusual mitigating circumstances beyond your control. Examples of acceptable documentation include a doctor's note, a police report, military paperwork, or a death certificate.

**Step 3: Obtain a Student Educational Plan from an Academic Counselor**

Your petition must include a current **Student Educational Plan**. You will need to schedule an appointment with an academic counselor at Los Angeles City College. The counselor will assist you in mapping your educational goal at Los Angeles City College and with selecting the appropriate courses for your educational goal/major. The counselor will then include this information on your Student Educational Plan and this Plan must be submitted with your petition.

**Certification and Conditions of Petition:**

I understand that approval of any petition is not guaranteed. I further understand that false statements and/or misrepresentations will result in denial, reduction, withdrawal, and/or repayment of aid disbursed and student disciplinary action may be taken.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

GPA  Number of Units  Petition Granted  Yes  No Reviewed by:

% NG  Additional information needed  Yes  No Date:

Comments: