Satisfactory Academic Progress
Petition for Extension of Financial Aid

Federal financial aid regulations require schools to establish a maximum time limit on financial aid. The Los Angeles Community College District Financial Aid Satisfactory Academic Progress Policy states that the maximum timeframe for a transfer or Associate degree program is **90 attempted units**. Students who have attempted 90 or more units, completed a transfer program, or completed an Associate degree or higher must complete the Extension petition process for continued financial aid consideration.

**INSTRUCTIONS:**

1. Complete the attached petition form if you are requesting an extension of financial aid eligibility. Your petition should address reasons **other than financial need** for extending your financial aid eligibility. Financial need is assumed. **Attach any additional documentation to support your petition.**

2. Your petition must be completed legibly in ink or typed and contain your complete explanation of circumstances that contributed to your exceeding the maximum timeframe for your current degree/certificate program and/or your reasoning for returning for a new degree/certificate after completing an Associate or higher degree. An incomplete petition will be returned to you. **You must complete your petition form before continuing to Step 3 below.**

3. You need to make an appointment with your academic counselor to define your educational plan/major and to determine the **minimum** remaining classes required to meet your educational goal. EOP&S and CalWORKS students should meet with their respective counselors. Your **Student Educational Plan (SEP)** and the **Academic Counseling Assessment form** must be attached to your petition form.

4. Submit your completed **Petition form, Academic Counseling Assessment form, Student Educational Plan (SEP),** and other supporting documents to:

   Los Angeles Southwest College
   Financial Aid Office
   1600 W Imperial Highway
   Los Angeles, CA 90047

5. The Financial Aid Committee or their designee will review your petition and notify you in writing of the decision usually within 30 working days from the receipt of your petition. **Please note: this disqualification does not affect your fee waiver; your fees will still be waived if you meet the fee waiver eligibility requirements.**

6. Approval for financial aid will only be for the classes approved by the Financial Aid Appeals Committee (FAAC) or their designee. Courses on the SEP may be deemed unnecessary by the FAAC or their designee. **Once an appeal has been submitted no revisions permitted. If you decide to take classes that are not listed on your SEP, you will not receive payment for these classes.**

7. **Deadlines:**
   - **Fall 2015:** December 3, 2015
   - **Spring 2016:** May 12, 2016
   - **Summer 2016:** July 10, 2016

Questions regarding this process can be directed to the Los Angeles Southwest College Financial Aid Office. For additional information on the Satisfactory Academic Progress policy, general financial aid information and deadlines, please visit the Los Angeles Southwest Financial Aid Office website at [www.lasc.edu](http://www.lasc.edu).
SATISFACTORY ACADEMIC PROGRESS
PETITION FOR EXTENSION OF FINANCIAL AID

______________________________________________________________
______________________________________________________________
______________________________________________________________

Last Name ___________ First Name ___________ Middle Initial ___________ Social Security Number ___________


THIS FORM IS TO BE COMPLETED BY THE STUDENT. Please complete this form in ink or typed.

Please explain the circumstances and reasons why you wish to be considered for extended financial aid eligibility: (You may use or attach a separate sheet)

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If you have also been disqualified due to unsatisfactory academic progress (i.e., your cumulative GPA is below 2.0 and/or you have completed less than 67% of attempted units), please a) indicate the circumstances that contributed to your inability to maintain satisfactory academic progress, and b) indicate what you have done to address the circumstances that prevented you from maintaining satisfactory academic progress: (You may use or attach a separate sheet)

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I understand that the Financial Aid Office will not accept Satisfactory Academic Progress (SAP) petitions that are incomplete or lacking required documentation. I am, therefore, submitting my complete SAP petition. I understand that I must submit my petition and other supporting documentation before the deadline(s) noted on the first page of this petition form. Once a decision has been made, the Financial Aid Office will notify me in writing.

Student’s Signature ___________________________ Date ___________________________
SATISFACTORY ACADEMIC PROGRESS
PETITION FOR EXTENSION OF FINANCIAL AID

Last Name  
First Name  
Middle Initial  
Social Security Number  


THIS FORM IS TO BE COMPLETED BY THE ACADEMIC COUNSELOR. Please print or type.

Academic Goal/Major upon Admission: ___________________________ Transfer ___ AA/AS ___ Cert ___

Current Academic Goal/Major: _____________________________ Transfer ___ AA/AS ___ Cert ___

Anticipated transfer institution (if applicable): __________________

Minimum number of units remaining to complete current academic goal: __________

COUNSELOR COMMENTS:
__________________________________________________________
__________________________________________________________
__________________________________________________________

Counselor Name ___________________________ Counselor Signature ___________________________ Date ___________________________

FOR FINANCIAL AID OFFICE USE

GPA @ time of disq _______ Attempted Units _______ Petition Granted: YES  NO
Current Units _______

% non-pass @ time of disq _______ Requested Units _______ Term: _______
Total Units _______
FAA: ______________

Date: __________

Comments: ____________________________________________________________
__________________________________________________________