

# LOS ANGELES SOUTHWEST COLLEGE

#### Thank you for attending the

#### 2022-2023 Satisfactory Academic Progress Workshop!

Please follow these instructions to <u>submit</u> your petition:

- 1. Complete ALL of the steps on the attached, SATISFACTORY ACADEMIC PROGRESS PETITION FOR <u>EXTENSION</u> OF FINANCIAL AID packet.
- Save your completed Petition form onto your computer BEFORE you upload it.
  2a. Fill it out and save it with you last name and current term.
- 3. Please go to your student portal
  - 3a. Select Financial Aid, then Award Summary

3b. Click on SAP Extension of Appeal (on left side of the page) and upload document according to the instructions in the middle of the the screen after you select the upload link. (If you do not see an upload link, please email lascfinaid@lasc.edu immediately and inform them that your link is missing) \*\*Make sure that you have an UPDATED STUDENT ED PLAN on file\*\*

You're all done! It's that simple. Now your petition will be reviewed by the Financial Aid Committee and you will be notified by email of the decision within 15 business days from the date you submit your petition AND have attended an SAP Workshop.

Thank you, Financial Aid Department

#### You must attend an SAP Workshop



### 2022-2023 SATISFACTORY ACADEMIC PROGRESS PETITION FOR EXTENSION OF FINANCIAL AID

Last Name	First Name	Middle Initial	Student ID Number

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. It is MANDATORY that you attend an SAP Workshop prior to submitting a petition.

#### **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.
- Your petition must be completed legibly in ink or typed on the next page. Please submit documentation to substantiate your explanation of circumstances that contributed to your exceeding the maximum time frame for your current degree/ certificate program. If you do not have documentation, please submit your SAP Workshop Attendance Confirmation email.

An incomplete petition will be DENIED.

- 3. You must make an appointment with your Academic Counselor to define and review your educational plan/major and to determine the **minimum** remaining classes required to meet your educational goal. Your Student Educational Plan (SEP) is in your student portal and you must see an Academic Counselor to ensure that your SEP is updated.
- 4. Submit your completed petition form and other supporting documents through your student portal. LASC must be listed as your home campus in order to submit your petition. (If you can not submit an appeal petition on-line, please contact the Financial Aid Office at lascfinaid@lasc.edu.)
- 5. The SAP Committee or a financial aid designee will review your petition and notify you in writing of the decision within 15 days from the receipt of your petition, pending that you have already attended a mandatory SAP Workshop.
- 6. Approval of financial aid will only be for the classes that are deemed necessary to complete your program of study or to transfer. It is your responsibility to review your Student Education Plan (SEP) prior to submitting your petition. *If you decide to take classes that are not listed on your SEP, you will not receive payment for these classes.* Your must see a Counselor to discuss updating your SEP. Once you have met with a Counselor, if needed, your Counselor will submit a Comprehensive Student Education Plan (CSEP) adjustment form directly to the Financial Aid office.
- 7. If your Petition is denied, you have the option of submitting <u>one</u> re-appeal prior to the semester deadline date.

Deadline Dates: Fall 2022:12/1/22 Winter 2023: 01/19/23 | Spring 2023: 5/18/23 | Summer 2023: 08/10/23

For general financial aid information and deadlines, please visit the Los Angeles Southwest Financial Aid Office website at www.lasc.edu. To email financial aid staff, please send emails to lascfinaid@lasc.edu



## 2022-2023 SATISFACTORY ACADEMIC PROGRESS PETITION FOR EXTENSION OF FINANCIAL AID

Last Name

First Name

Middle Initial

Student ID 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)

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 attach a separate sheet)

I understand that the Financial Aid Office will not accept Satisfactory Academic Progress (SAP) Petitions that are incomplete or lacking required documentation. I understand that I must submit my petition and other supporting documentation before the SAP Appeal deadline dates. Once a decision has been made, the Financial Aid Office will notify me by email.

\_ Student's Printed Name

Date

**Deadline Dates: Fall 2022**:12/1/22 Winter 2023: 01/19/23 | Spring 2023: 05/18/23 | Summer 2022: 08/10/23