



Thank you for attending the **2023-2024** Satisfactory Academic Progress Workshop

Instructions to submitting your extension petition to establish an SAP Contract

1. Complete the attached, SATISFACTORY ACADEMIC PROGRESS PETITION FOR EXTENSION OF FINANCIAL AID. (save it before you upload it)
  
2. 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](mailto:lascfinaid@lasc.edu) immediately and inform them that your link is missing)
  
3. **\*\*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



Los Angeles Southwest College  
 Financial Aid Office  
 1600 W Imperial Highway  
 Los Angeles, CA 90047  
 Phone (323) 241-5338  
 Fax (323) 241-5463  
 email lascfinaidstaff@lasc.edu

## 2023-2024 SATISFACTORY ACADEMIC PROGRESS PETITION FOR EXTENSION OF FINANCIAL AID

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Last Name	First Name	Middle Initial	Student ID Number
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**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 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 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.

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_ Student's Printed Name	Date
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**Deadline Dates:** **Fall 2023:** 11/10/23 **Winter 2024:** 01/19/24 | **Spring 2024:** 04/26/24 | **Summer 2024:** 08/10/24