Federal financial aid regulations require schools to establish a policy that assesses a student’s academic progress and promotes timely completion of an educational program. The Los Angeles Community College District Financial Aid Satisfactory Academic Progress Policy states that students must maintain a cumulative Grade Point Average (GPA) of 2.0 and must complete a minimum of 67% of all units attempted. Students who do not meet these minimum requirements must complete the Reinstatement petition process for continued financial aid consideration.

INSTRUCTIONS:

1. Complete the attached petition form if you are requesting a reinstatement 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 inability to maintain satisfactory academic progress and what you have done to address these circumstances. 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 discuss any issues affecting your past academic performance and potential solutions to improve your future academic performance. EOP&S and CalWORKS students should meet with their respective counselors. The Academic Counseling Assessment form must be attached to your petition form.

4. Submit your completed Petition form, Academic Counseling Assessment form 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.

6. 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.
SATISFACTORY ACADEMIC PROGRESS
PETITION FOR REINSTATEMENT OF FINANCIAL AID

______________________________________________________________
Last Name    First Name     Middle Initial

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

Please explain the circumstances that contributed to your inability to maintain satisfactory academic progress. (You may use or attach a separate sheet)

____________________________________________________________________________________________________________________________________________________

Please explain 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 Reinstatement of Financial Aid

### Fill in the blanks:

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<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Social Security Number</th>
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**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):** __________________

**COUNSELOR COMMENTS** (i.e., counselor advice for student to assist in rectifying circumstances that contributed to the student's inability to maintain satisfactory academic progress):

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**Counselor Name** __________________________  
**Counselor Signature** __________________________  
**Date** __________________

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**FOR FINANCIAL AID OFFICE USE**

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**Comments:** ________________________________  
**Comments:** ________________________________

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