



## LOS ANGELES SOUTHWEST COLLEGE

### Thank you for attending the 2020-2021 Satisfactory Academic Progress Workshop!

Please follow these instructions to submit your petition:

1. Complete ALL of the steps on the attached SATISFACTORY ACADEMIC PROGRESS PETITION FOR EXTENSION OF FINANCIAL AID packet.
2. Save your completed Petition form onto your computer
  - 2a. Save As "Fall1.2020"
  - 2b. Save As "Fall2.2020" if this is your 2<sup>nd</sup> appeal this semester.
3. Please go to your student portal
  - 3a. Select **Financial Aid & Scholarships, then Award Summary**
  - 3b. Click on **SAP Extension of Appeal (on left side of the page) and upload document**
4. In the middle of the screen you will see **Application for SAP Appeal**
  - 4a. Click on **View/Apply SAP Appeal**
  - 4b. Follow the instructions listed on the page
5. Click the **Upload File** button in the Supporting Documents section.
  - 5a. Follow the instructions for uploading your Petition
  - 5b. Select Submit Request at the bottom of the screen.

**\*\*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 25 business days from the date you submit your petition.

Thank you,  
Financial Aid Department

# You must attend an SAP Workshop

Los Angeles Southwest College  
Financial Aid Office  
1600 W Imperial Highway  
Los Angeles, CA 90047  
Student Services Building #104  
email: lascfinaid@lasc.edu



## 2020-2021 SATISFACTORY ACADEMIC PROGRESS PETITION FOR EXTENSION OF FINANCIAL AID

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Initial

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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. **Attach any additional documentation to support your petition.**
2. Your petition must be completed legibly in ink or typed and contain your complete substantiated explanation of circumstances that contributed to your exceeding the maximum time frame 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) is in the SIS system and the you must see an Academic Counselor to ensure that your SEP is updated.
4. Submit your completed **petition form** and other supporting documents in the SIS system. You must be enrolled in at least one unit at Los Angeles Southwest College or have LASC listed as your home campus prior to submission. (If you can not submit a Petition on-line, please contact the Financial Aid Office at lascfinaid@lasc.edu.)
5. The Financial Aid Committee or their designee will review your petition and notify you in writing of the decision usually within 25 days from the receipt of your petition. (You must attend an SAP Workshop before your petition will be reviewed.)
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**.* It is your responsibility to review your SEP prior to submitting your petition to the Financial Aid Office. *If you decide to take classes that are not listed on your SEP, you will not receive payment for these classes. SAP Contract updates can only come from a Counselor who submits a CSEP directly to Financial Aid.*
7. If your Petition is denied, you have the option of submitting **one** re-appeal prior to the semester deadline date.
8. **Submission Dates:** Fall 2020: 08/25/20 - 11/19/20 | Spring 2021 02/1/21 - 05/6/21 | Summer 2021: 06/1/21 - 07/20/21  
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, please read the information attached. For general financial aid information and deadlines, please visit the Los Angeles Southwest Financial Aid Office website at [www.lasc.edu](http://www.lasc.edu).

DATE PETITION WAS SUBMITTED \_\_\_\_\_



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

## 2020-2021 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)

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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 by email.*

\_\_\_\_\_

\_ Student's Printed Name

\_\_\_\_\_

Date

**Deadlines: Fall 2020:** 08/25/20 - 11/19/20 | **Spring 2021** 02/1/21 - 05/6/21 | **Summer 2021:** 06/1/21 - 07/20/21