



Thank you for attending the **2024-2025** Satisfactory Academic Progress Workshop

\*\*\*You must attend an SAP Workshop in addition to submitting an SAP Appeal form.

Instructions for submitting your extension petition to establish an SAP Contract

1. Complete the attached, Satisfactory Academic Progress Petition for Extension of Financial Aid and upload it. (save it before you upload it)
2. To upload; please go to your student portal
  - 2a. Select Financial Aid, then Award Summary
  - 2b. Click on SAP Extension of Appeal (on left side of the page) and upload document according to the instructions in the middle of 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 met with an academic counselor and discussed your remaining classes. Your SAP Contract is established from the classes that are on your Student Education Plan at the time that you hit the submit button. These will be the classes that appear on your SAP Contract.

You're all done! 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 submitted your petition **AND** have attended an SAP Workshop.

Thank you,  
Financial Aid Department



## 2024-2025 SATISFACTORY ACADEMIC PROGRESS APPEAL FOR EXTENSION OF FINANCIAL AID

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)

**Please read:** 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, attend an SAP Workshop and submit 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 2024:** 11/27/24 **Winter 2025:** 01/24/25 | **Spring 2025** 05/23/25 | **Summer 2025:** TBD