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.

**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 you feel supports your petition. *Please attach all unofficial transcripts, failure to do so will delay the results of your petition.*

2. Your petition must be completed legibly in black or blue ink or typed and contain your complete explanation of circumstances that contributed to your exceeding the maximum timeframe for your current degree/certificate program and/or your reasoning for returning for a new degree/certificate after completing an Associate or higher degree.

3. You must attend a Financial Aid Satisfactory Academic Progress Workshop and sign the Student Responsibility Agreement. By signing the Student Responsibility Agreement, you are acknowledging that you have received information about Satisfactory Academic Progress for financial aid and agree to adhere to guidelines stipulated in it.

*Please allow a minimum of 30 business days for your petition to be processed.*


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**For Financial Aid Office Use Only**

Cumulative GPA: ____________

Non-grade Percentage: ____________

Total Units Attempted: ____________

Ed Goal: ____________

AA Degree: ____________

BA/BS Degree: ____________

Semesters of FA used: _____

BOGG: Y N

Revised: 01/28/2013
Are you planning to transfer?  Y  N  

Major at transfer school: ____________________________________________

If yes, indicate the school you are transferring to: ________________________

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.

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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 __________

Revised:01/28/2013
West Los Angeles College - Financial Aid Office

2012-2013
Satisfactory Academic Progress
Petition for Extension of Financial Aid

For Appeals Committee Use Only

Approved for the following courses only:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

____ Approved. No Loans
____ Approved for Loans Only.
____ Denied due to no Academic Progress.
____ Denied. Student needs to apply for Transfer.

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Reviewed by: _______________________________ Date: ________________
Revised: 01/28/2013