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 attempted units. 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 reinstating your financial aid eligibility. Financial need is assumed. Attach any additional documentation you feel supports 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 inability to maintain satisfactory academic progress and what you have done to address these circumstances.

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: ____________________ | ____ Approved. |
| Non-grade Percentage: ______________ | ____ Approved. Loans will need additional advisement. |
| Total Units Attempted: ______________ | ____ Denied due to no academic progress. |
| AA Degree: _______________________ | ____ Denied. Incomplete appeal. |
| Semesters of FA used: _____________ | |

Notes: ____________________________________________________________________________

____________________________________________________________________________________

Reviewed by: __________________________ Date ________________________

Revised: 6/17/2014
Please explain the circumstances that contributed to your inability to maintain satisfactory academic progress. You may use or attach a separate sheet. Your petition must address reasons other than financial need.

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Please explain what you have done to address the circumstances that have prevented you from maintaining satisfactory academic progress. (You may use or attach a separate sheet of paper)

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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 send notification to my LACCD e-mail account.

Student’s Signature

Date

Revised: 6/17/2014