| Last Name                      | First Name | Middle Initial | Student ID Number |  |
|--------------------------------|------------|----------------|-------------------|--|
|                                |            |                |                   |  |
| West Los Angeles College Major |            |                | Phone 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 150% of the units required for the academic program. Students who have attempted 150% of the units required for the academic program, completed a transfer program, or completed an Associate degree or higher must complete the Extension petition process for continued financial aid consideration.

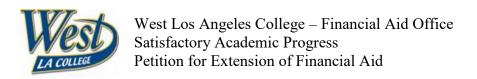
## INSTRUCTIONS:

- You must complete the online SAP Appeal Workshop <a href="http://wlac.get-counseling.com/flag-session/19367">http://wlac.get-counseling.com/flag-session/19367</a> After receiving a completion certificate, you are acknowledging that you have received information about Satisfactory Academic Progress for financial aid and agree to adhere to guidelines stipulated in it.
- 2. You must meet with an academic counselor and obtain an up to date CSEP (Comprehensive Student Educational Plan). You must bring this appeal and all unofficial transcripts when meeting with the counselor. Submit all official transcripts to the Admissions and Records office. Attach all unofficial transcripts from outside of LACCD to this appeal. Attach the CSEP to the appeal petition.
- 3. 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. Lack of supporting documentation can be grounds for your appeal to be denied.
- 4. If you submit your appeal within 30 calendar days of the deadline date and your appeal is denied you will forfeit your ability to submit subsequent appeals for the term being requested.
- 5. Your petition must be completed legibly in black or blue ink or typed. The petition will be uploaded onto your SIS portal by clicking on: Financial Aid and Scholarships-SAP Extension of Appeal- and selecting the current academic year. Your appeal must contain a complete 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.
- 6. Upon approval of your appeal, an SAP contract will be created based on the courses listed on the submitted CSEP (Comprehensive Student Education Plan). It is your responsibility to review your CSEP prior to submitting your petition. Courses not listed on your appeal contract or repeat courses are not financial aid eligible and will not be applied toward your financial aid award. Updates to your SAP appeal contract require an updated CSEP be submitted to our office.

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

**Deadlines:** 

Summer 2024: August 9th 2024 | Fall 2024: November 27th 2024 | Winter 2023: January 24th 2025 | Spring 2023: May 23rd 2025



| Last Name                                      | First Name   | Middle Initial                | Student ID Number   |
|--|--|-------------------------------|---|
|  | ing to transfer? Y N<br>school you are transferri            | -                             | school:   |
| should either address<br>your academic progra  | s why you have not comple<br>am or address why you are       | eted your program of study    | ered for extended financial aid eligibility. You after attempting 150% of the units required for at West Los Angeles College if you have eet.                         |
| and/or you have com                            | pleted less than 67% of at                                   | tempted units), please a) in  | (i.e., your cumulative GPA is below 2.0 dicate the circumstances that contributed to hat you have done to address the   |
| circumstances that p                           | revented you from maintai                                    | ning satisfactory academic    | progress.   |
| required documentation petition and other supp | n. I am, therefore, submitting orting documentation before t | my complete SAP petition with | ogress (SAP) petitions that are incomplete or lacking<br>in my CSEP. I understand that I must submit my<br>st page of this petition form. Once a decision has<br>unt. |
| <br>Student's Signature                        |  |                               | <br>Date  |