

2011-2012

Group

SATISFACTORY ACADEMIC PROGRESS

PETITION FOR REINSTATEMENT/EXTENSION OF FINANCIAL AID

Last Name

First Name

MI

Social Security Number

Student ID

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 (LACCD) Financial Aid Satisfactory Academic Progress (SAP) Policy states that students must maintain the following:

- Cumulative Grade Point Average (GPA) of at least a 2.0:** Students who do not meet these minimum requirements must complete the Reinstatement petition process for continued financial aid consideration.
- Complete a minimum of 67% of all units attempted:** Students who do not meet these minimum requirements must complete the Reinstatement petition process for continued financial aid consideration.
- Complete the chosen educational goal within the establish LACCD maximum time limit on financial aid:** Students who have **not attempted** 90 or more units but have **completed** a transfer program, or **completed** an Associate degree or higher outside the LACCD must complete the Extension petition process for continued financial aid consideration.

You have failed to meet one or few of the following SAP requirements:

- Cumulative Grade Point Average (GPA) of at least a 2.0
- Complete a minimum of 67% of all units attempted
- Completed a transfer program, Associate degree or higher outside the LACCD

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 extending your financial aid eligibility. **Attach any additional documentation (i.e. medical statement, police report, etc)**
2. Your petition must be completed legibly in 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. **It is highly recommended that you include a comprehensive explanation of your past circumstances and your plan to rectify your situation.** An incomplete petition will be returned to you. *You must complete your petition form before continuing to Step 3 below.*
3. You will attend a general group counseling session conducted by an academic counselor.
4. The Financial Aid Director or her designee will review your petition and notify you in writing of the decision within 30 working days from the receipt of your petition.
5. Submit your completed [Petition](#) form, the complete Student Educational Plan (SEP), and other supporting documents to the Financial Aid & Scholarship Office at the main campus (E1-173) or South Gate Educational Center.
6. Deadlines: Summer 2011: July 15, 2011 | Fall 2011: January 13, 2012 | Spring 2012: June 15, 2012

Note: Your financial aid application and supplemental form must be on file before your financial aid petition for reinstatement can be accepted.

The LACCD Satisfactory Academic Progress policy on the web at www.laccd.edu or our website at www.elac.edu

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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 that contributed to your inability to maintain satisfactory academic progress. (You may use or attach a separate sheet and any supporting documentation such as medical statements, police report, etc.)

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

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