West Los Angeles College – Financial Aid Office
Satisfactory Academic Progress
Petition for Extension of Financial Aid

_____   _____

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.
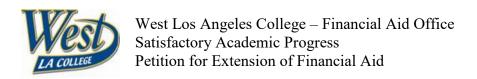
INSTRUCTIONS:

1. You must complete the online SAP Appeal Workshop *http://wlac.get-counseling.com/flag-session/19367* 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 2023: August 26, 2023 │Fall 2023: November 10, 2023
Winter 2024: January 19, 2024│Spring 2024: April 26, 2024**

Revised: 7/11/2023

_____   _____

Last Name   First Name   Middle Initial   Student ID Number

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 should either address why you have not completed your program of study after attempting 150% of the units required for your academic program or address why you are continuing our education at West Los Angeles College if you have received an AA/AS degree or higher. 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 with my CSEP. 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