FINANCIAL AID

APPEAL PROCESS FOR UNSATISFACTORY ACADEMIC PROGRESS IN FINANCIAL AID

PURPOSE:
This procedure provides a process for a Financial Aid student to appeal a disqualification from the Financial Aid Office after receipt of a Financial Aid disqualification letter. The student would apply for a reinstatement or petition for the extension of financial aid. The process evaluates the student’s academic history within the Los Angeles Community College District.

INITIATOR
• The student completes a Petition for Reinstatement or Petition for Extension of Financial Aid form after receiving a disqualification letter from the Financial Aid Office.
• The student attaches a Student Educational Plan that is completed and authorized by a college counselor.
• The Petition along with the Student Educational Plan is submitted to the Financial Aid Office within thirty (30) days from the date of the disqualification letter.

AUTHORIZATION
• The Financial Aid Director evaluates the Petition. The director would look for the following:
  ▪ Student’s academic history
  ▪ Reasons for not maintaining academic progress
  ▪ Determine if the Educational Plan is reasonable.

RESPONSIBILITY
• A decision is made by the Financial Aid Director within fourteen (14) days after the receipt of the petition
• The student is sent a letter that states the decision and why. The decision is documented and filed in the student’s folder.
• If the student is not satisfied with the decision a second appeal can be filed. The second appeal would go to the Appeals Committee that consists of the Vice President of Student Services and nominated Student Services Directors.