

LOS ANGELES MISSION COLLEGE

Petition for Extension of Financial Aid for 2009-2010

Satisfactory Academic Progress Petition Procedures

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 time limit is **six full-time semesters** or **90 attempted units**. Students who have completed an Associate degree or higher must also complete the Extension petition process for continued financial aid consideration.

INSTRUCTIONS:

1. 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 to support your petition.
2. Your petition must be completed legibly in ink or typed and contain your complete explanation of circumstances that contributed to your exceeding the maximum timeframe for your current degree/certificate program and/or your reasoning for returning for a new degree/certificate after completing an Associate or higher degree. An incomplete petition will be returned to you. *You must complete your petition form before continuing to **Step 3** below.*
3. You need to make an appointment with your academic counselor to define your educational plan/major and to determine the **minimum** remaining classes required to meet your educational goal. EOP&S and CalWorks students should meet with their respective counselors. Your **Student Educational Plan (SEP)** and **Academic Counseling Assessment form** must be attached to your petition form.
4. The Financial Aid Director or designee will review your petition and notify you in writing of the decision within 30 working days from the receipt of your petition.
5. If this petition is granted, you will only be eligible to receive financial aid for classes listed on your SEP and approved by the Financial Aid Office. You will receive a listing of approved classes.
6. Submit your completed **Petition form, Academic Counseling Assessment form, Student Educational Plan (SEP)**, and other supporting documents to:
Los Angeles Mission College
Financial Aid Office
13356 Eldridge Avenue
Sylmar, CA 91342
7. Deadlines:
 - **Fall 2009:** December 18, 2009
 - **Spring 2010:** June 4, 2010

Questions regarding this process can be directed to the Los Angeles Mission College Financial Aid Office at **(818) 364-7648**. For additional information on the Satisfactory Academic Progress policy, general financial aid information and deadlines, please visit the Los Angeles Mission Financial Aid Office website at www.lamission.edu/financialaid.

LOS ANGELES MISSION COLLEGE

Petition for Extension of Financial Aid for 2009-2010

Student Name

SS#

Student ID#

THIS FORM IS TO BE COMPLETED BY THE STUDENT. Please complete this form in ink or typed.

Please explain the circumstances and reasons why you wish to be considered for extended financial aid eligibility: (You may use or attach a separate sheet)

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: (You may use or attach a separate sheet)

Documentation Required:

1. Supporting documentation that relates to your situation as explained above. (Examples: letters from third parties explaining the situation, death certificates, doctor's note, police reports, etc.)
2. **Student Educational Plan (SEP)** – This form needs to be completed by your Counselor.
3. **Academic Counseling Assessment form** – This form needs to be completed by your Counselor.

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

LOS ANGELES MISSION COLLEGE

Petition for Extension of Financial Aid for 2009-2010

Academic Counseling Assessment

Student Name

SS#

Student ID#

DIRECTIONS →

THIS FORM IS TO BE COMPLETED BY THE ACADEMIC COUNSELOR.

Please print or type. Send this document to the Financial Aid Office with:

1. Copy of the student's **Petition for Extension of Financial Aid** form
2. Copy of the student's **current Student Educational Plan**
3. If student attended prior institutions, transcripts and evaluation may be required

Academic Goal/Major upon Admission: _____ Transfer ____ AA/AS ____ Cert ____

Current Academic Goal /Major: _____ Transfer ____ AA/AS ____ Cert ____

Cumulative GPA: _____ Anticipated transfer institution (if applicable): _____

Minimum number of units remaining to complete current educational goal per SEP: _____

COUNSELOR COMMENTS:

Counselor Name

Counselor Signature

Date

FOR FINANCIAL AID OFFICE USE

GPA @ time of disqualification _____

Attempted Units _____

Petition Granted: YES NO

Current Units _____

Term: _____

% non-pass @ time of disqualification _____

Requested Units _____

FAA: _____

Total Units _____

Date: _____

Comments to add to Appeal Decision Letter: _____
