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 90 attempted units (certificate programs may have very specific limitations due to the differing lengths of certificate programs). Students who have exceeded their maximum timeframe or have completed an Associate degree (or higher) outside the Los Angeles Community College District (LACCD) must 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. You must complete your petition form before continuing to Step 3 below.

3. You need to make an individual appointment with your academic counselor to define your educational plan/major and to determine the minimum remaining classes required to meet your educational goal. EOPS, DSPS, and Student Support Services students should meet with their respective counselors. Your Student Educational Plan (SEP), CSU GE/IGETC Advising Form and the Academic Counseling form must be attached to your petition form.

4. Submit your completed Petition form, Academic Counseling form, Student Educational Plan (SEP), CSU GE/IGETC Advising Form, and other supporting documents to the Los Angeles Mission College Financial Aid & Scholarships Office. Petitions must be submitted within the given semester for which you are seeking an extension of your financial aid eligibility.

5. The Financial Aid Director (or their designee) will review your petition and notify you in writing (or by email) of the decision within 30 working days from the receipt of your petition. 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.


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

* If LA Mission College offers a Winter 2016 session and you are enrolled at LA Mission College during this session, your petition must be submitted by February 5, 2016.

** To Be Determined. If LA Mission College offers a Summer 2016 session, please check with the Financial Aid Office for the deadline date.
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 should either address why you have not completed your program of study after attempting 90+ units or address why you are continuing your education at LA Mission College if you have received an AA/AS degree or higher. 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 indicate a) the circumstances that contributed to your inability to maintain satisfactory academic progress, and b) what you have done to address the circumstances that prevented you from maintaining satisfactory academic progress. You may use or attach a separate sheet.

STUDENT CERTIFICATION: I understand that my petition will be reviewed and a decision provided within 30 days. I understand that there is NO GUARANTEE that I will be allowed to submit a Second Petition (if my first petition is denied) if my first petition was submitted less than 30 days from the stated deadline(s) noted on the first page of this petition form.

Student’s Signature ___________________________ Date ___________________________
Los Angeles Mission College - Financial Aid & Scholarships Office

2015-2016
SATISFACTORY ACADEMIC PROGRESS
ACADEMIC COUNSELING

THIS FORM IS TO BE COMPLETED BY THE ACADEMIC COUNSELOR. Please print or type.

Academic Goal/Major upon Admission: __________________________ Transfer ___ AA/AS ___ Cert ___

Current Academic Goal/Major: _____________________________ Transfer ___ AA/AS ___ Cert ___

Anticipated transfer institution (if applicable): __________________

Minimum number of units remaining to complete current academic goal: _________

COUNSELOR COMMENTS:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

FOR FINANCIAL AID OFFICE USE

GPA @ time of disq _______ Attempted Units _______

Current Units _______

% non-pass @ time of disq _______ Requested Units _______

Total Units _______

Petition Granted: YES NO

Term: _______

FAA: _______

Date: _______

Comments: ____________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

E1-PetitionForExtension-20152016-v1 [Doc] Revised: 03/09/15