Federal financial aid regulations require schools to establish a policy that assesses a student’s academic progress and promotes timely completion of their educational program. The Los Angeles Community College District (LACCD) Financial Aid Satisfactory Academic Progress Policy states that students must maintain a cumulative Grade Point Average (GPA) of 2.0 and must 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.

INSTRUCTIONS:

1. Complete the attached petition form if you are requesting a reinstatement of financial aid eligibility. Your petition must address reasons other than financial need for reinstating 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 mitigating circumstances beyond your control that contributed to your inability to maintain satisfactory academic progress and what you have done to address these circumstances. You must complete your petition form before continuing to Step 3 below.

3. You need to either a) make an appointment with Academic Counseling for a Group Workshop or b) meet individually with your academic counselor. EOPS, DSPS, and Student Support Services students may meet with their respective counselors. The Academic Counseling form must be attached to your petition form.

4. Submit your completed Petition form, Academic Counseling 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 a reinstatement 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 their decision within 30 working days from the receipt of your petition.


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.
Los Angeles Mission College - Financial Aid & Scholarships Office

2015-2016
SATISFACTORY ACADEMIC PROGRESS
PETITION FOR REINSTATEMENT OF FINANCIAL AID

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

Please explain the mitigating circumstances beyond your control that contributed to your inability to maintain satisfactory academic progress. You may use or attach a separate sheet. Your petition must address reasons other than financial need.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please explain 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

Last Name     First Name     Middle Initial     Social Security Number

☐ GROUP WORKSHOP CONFIRMATION
I confirm that the above named student attended a group workshop on ____________________________.

________________________________________________________________________________

Counselor Name     Counselor Signature     Date

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

Anticipated transfer institution (if applicable): __________________

COUNSELOR COMMENTS (i.e., counselor advice for student to assist in rectifying circumstances that contributed to the student’s inability to maintain satisfactory academic progress):

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Counselor Name     Counselor Signature     Date

FOR FINANCIAL AID OFFICE USE

GPA @ time of disq: ________
Number of Units: ________

Petition Granted: YES   NO

Term: _______________

FAA: _______________

Date: _______________

% non-pass @ time of disq: ________

Comments: ____________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

R1-PetitionForReinstatement-20152016-v1 [Doc] Revised: 03/09/15