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. This form is for students who have had their initial 2015-2016 Petition for Reinstatement of Financial Aid denied.

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. It is highly recommended that you include a comprehensive explanation of your past circumstances and your plan to rectify your situation, as this is your second petition. You must complete your petition form before continuing to Step 3 below.

3. You DO NOT need to meet with an academic counselor. If you do not want to meet with an academic counselor, proceed to Step 4 below and leave the Academic Counseling form attached to your Petition form. If you want to meet with an academic counselor, they will complete the attached Academic Counseling 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 Satisfactory Academic Progress Petition Review committee 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.
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.

________________________________________________________________________

________________________________________________________________________

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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)

________________________________________________________________________

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STUDENT CERTIFICATION: I understand that my petition will be reviewed and a decision provided within 30 days. I understand that the decision is FINAL as my second petition is the last allowed petition in a given semester. If my second petition is denied, my next opportunity to petition would be for the following semester, and I will remain ineligible for financial aid for the current semester.

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

2015-2016
Satisfactory Academic Progress
Academic Counseling

□ 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: __________________________________________________________________________________________________
___________________________________________________________________________________________________________
_____________________________________________________________________________________________________________