

IMPROVEMENT PLAN - Petition

Instructions to the Student:

- 1) Complete the information below. Ensure that all required attachments are included with your petition.
- 2) **After** completing the petition, make an appointment with your counselor for review and approval.

****Your petition will not be reviewed unless the entire form has been completed.****

Part I: Information

NAME: ID #: G00

ADDRESS: _____

Street City StateZip

TEL #: _____ E-MAIL: _____

MAJOR: Last Semester of Attendance

PART II: Student Statement

Please type your responses to the following questions and attach to this petition (include your Name and G#):

1. For what reason(s) did you not maintain satisfactory grades/progress?
2. What specific steps will you take to improve your academic performance and/or progress? (e.g., reduced academic load, utilization of tutoring center, study skills class, etc.)

PART III: Using your unofficial transcript (located on MyGav Self-Service Banner)

1. My cumulative GPA is: _____
2. I have attempted _____ credits at Gavilan. I have earned _____ credits at Gavilan.
3. I have accumulated _____ hours (credits/units) of 'W', 'I', 'NC', or 'NP'.
4. Calculate your overall pace of completion by dividing credits earned by credits attempted. What is your overall pace of completion? _____%
5. What type of probation are you on?: ☐ **Academic (< 2.0 GPA)** ☐ **Progress (> 50% I, NC, W)**

PART IV: Using My DegreeWorks

1. Go to "GPA Calc," then click on, "Advice Calculator." How many credits will it take you to reach a 2.0 GPA?
 _____ credits at _____ grade average **OR** _____ credits at _____ grade average **OR** _____ credits at _____ grade average

PART V: Recommended Support Services/Workshops:

- | | |
|--|---|
| <input type="checkbox"/> Guide To Understanding Academic and Progress Probation Workshop | <input type="checkbox"/> Kognito |
| <input type="checkbox"/> Math Lab | <input type="checkbox"/> Cash Course |
| <input type="checkbox"/> Writing Center | <input type="checkbox"/> Learning Styles Activity |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> “Getting Started” series in the Writing Center |
| <input type="checkbox"/> Campus Study time | <input type="checkbox"/> “Cracking the Code” series in the Writing Center |
| <input type="checkbox"/> SI Session : | <input type="checkbox"/> Other |

PART VI: Contract Obligations

☐ Repeat Course Work: _____

☐ Submit Progress Report(s) By: _____

☐ Develop Ed Plan By: _____

☐ Meet with Counselor By: _____

☐ Minimum Grade Point Average: _____

☐ Other: _____

PART VII: Review & Sign (Please read the statements below and initial to indicate you understand):

____ I understand that once I make a contract with a counselor, I must continue to work with that counselor until I return to, "good academic standing."

____ I understand that if this petition is approved I may be obligated to fulfill additional college requirements in order to maintain my enrollment. (e.g., a mandatory workshop, class repetition, limits on enrollment, etc.)

____ I understand that if I do not complete the terms of this contract and continue onto Academic Dismissal, I may not be allowed to return to Gavilan College until I have taken a full term off.

Student Signature

Date

☐ Petition Approved

☐ Petition NOT Approved

Program Stamp

Counselor Signature

Date

Counselor notes & recommendations:
