

Gavilan College – Financial Aid Office

APPEAL PROCESS

INFORMATION SHEET

Document Deadlines:

Fall funding deadline: Dec. 3, 2018
Spring funding deadline: May 6, 2019
Summer funding deadline: July 8, 2019

This form may be used only by Financial Aid applicants who have been placed on **academic disqualification**. **Reasons for academic disqualification include:**

- **Cumulative GPA below 2.0**
- **Pace of completion for last term is below 67%**
- **Pace of completion overall is below 67%**

DIRECTIONS:

You will need to log onto MyGav to view your unofficial transcripts to confirm your cumulative GPA, and pace of completion rates.

Procedures for Reviewing Unofficial Transcripts & Academic Progress on MyGav

1. Visit us online at www.gavilan.edu.
2. Click on **"MyGav"**
3. Enter your Gavilan ID & PIN. If you do not have a PIN, click on "New Users" to get your own PIN.
4. On "MyGav," click on "Gavilan Self Service Banner" to view your unofficial transcripts.
5. Click on "Student" tab
6. Click on "Student Records"
7. Click on Academic Transcript and select:
 - a. "All levels" for the Transcript Level option
 - b. "Unofficial" for Transcript type
 - c. Submit
8. Your "Academic Transcript" will appear. You may print your unofficial transcript. Note: You may have to print on "Landscape" to view the entire transcript, which will help you complete the appeal.

Appeal Deadlines

Deadlines to submit required Financial Aid Appeals are listed on the top right hand corner. Appeals submitted after the deadline will be considered for the next term.

Appeal Decisions

Due to peak processing at the start of each term, appeal processing time may be delayed. Students are advised to plan accordingly (purchase of books, supplies, etc) as appeals will be reviewed in the order they are received. An appeal decision will be communicated via email. Once an appeal decision is made, it will be available on MyGav, under "Academic Status" for financial aid.

If your appeal is approved, you will be awarded for the semester in which your appeal was approved and you are required to meet academic progress standards by the end of the term.

Eligibility is not retroactive to previous semesters in the award year.

If your appeal is denied, you will be required to complete one semester successfully without grants, loans & work study.

Gavilan College – Financial Aid Office – APPEAL

NAME: _____ GAV ID: _____

Satisfactory Academic Progress (SAP) Policy requires earning:

1. Overall GPA of at least 2.0
2. Pace of completion, overall, of at least 67%
3. Pace of completion at the end of each term of at least 67%

Part 1: GPA, Pace of Completion, and Grades

1. According to your unofficial transcript, what is your overall GPA? _____.
Did you meet the GPA requirement? _____

2. According to your unofficial transcript, identify your overall pace of completion.

What are your "Overall Pass Hours" _____

What are your "Overall Attempted Hours" _____

Calculate your overall pace of completion by dividing the overall pass hours by overall attempted hours.

What is your overall pace of completion: _____%

3. According to your unofficial transcript, **what was your last term at Gavilan?** _____
This is the term which led to disqualification.

How many units did you earn for this term? _____

How many units did you attempt this term? _____

Calculate your pace of completion by dividing units earned by units attempted for this term. What was your pace of completion for this term? _____%

Did you meet the term pace requirement of at least 67%? _____

List courses and grades for this term: _____

4. According to your unofficial transcript, **what was your second to last term at Gavilan?** _____
This is the term which led to warning.

How many units did you earn for this term? _____

How many units did you attempt this term? _____

Calculate your pace of completion by dividing units earned by units attempted for this term. What was your pace of completion for this term? _____%

List courses and grades for this term: _____

Did you meet overall pace requirement of at least 67%? _____

Part 2: If available, attach documentation to support your appeal.

If you have, documentation to support your appeal, attach to appeal. Documentation should be from a verifiable third party (i.e. legal/court paperwork, doctor, personal counselor/therapist, school, clergy, or other independent source of information), on their letterhead. Information or letters of support from family, friends, or not on a professional's letterhead will typically not be acceptable documentation.

NAME: _____ GAV ID: _____

Part 3: Type your responses to the following questions. Handwritten statements will not be accepted. Include your name, Gavilan ID & signature on typed statement.

This section is very important because it provides you with an opportunity to explain your extenuating circumstances.



REQUIRED

- Describe the extenuating circumstances you experienced in prior semester(s) which led to warning and disqualification.
- Describe how your issues have been resolved, remedied or improved.
- Your statement must indicate your understanding of academic requirements.

Part 4: Student Information

1. Do you participate in campus programs? _____ Circle the programs you are in:
Athletics EOPS CalWORKs TRIO DRC Puente MESA Basic Skills

2. Have you met with a Gavilan counselor? ___Yes ___No. If yes:
 - 2a. Name of Gavilan counselor you last met with: _____
 - 2b. When did you last meet with counselor? _____
 - 2c. Did your counselor develop an Education Plan? ___Yes (if yes attach copy) ___No

3. Did you meet with any of your instructors to discuss your academic difficulties?
___Yes ___No. If yes answer the next two questions.
 - 3a. Name of Gavilan instructor you communicated with? _____
 - 3b. What recommendations did your instructors make?

4. Were you working during the term in which you became disqualified?
___Yes: I was working _____ hours per week.
___No. I was not working when I became disqualified.

5. What tutoring services were you using to help you succeed in your classes?

6. What advice would you give other students who are struggling to improve their success in college?

7. Are you currently working? _____ If so, how many hours per week? _____

My signature below indicates:

- I have read & understand the appeal process, document deadlines as explained in the "Appeal Process Information Sheet."
- I certify that the information I've reported is true and correct. I understand I may be contacted if information is unclear.

Student signature _____ Date _____