

## **Gavilan College – Financial Aid Office**

*These are directions for completing the Appeal Form. You will need to log onto Banner Self – Service to view your unofficial transcripts and to view your academic progress status with Financial Aid. Use this information to complete the appeal form.*

### **Procedures for Reviewing Unofficial Transcripts on Banner Self – Service**

1. Visit us online at [www.gavilan.edu](http://www.gavilan.edu).
2. At the bottom of the Gavilan homepage, click on “Gavilan Self – Service Banner”
3. Click on “Login to Gavilan Self – Service Banner”
4. You will be required to login using your Gavilan ID & your Personal Identification Number.
5. Once you log in, you will be on the “Main Menu” page.
6. Click on “Student and Financial Aid”
7. On the “Student and Financial Aid” page, click on “Student Records”
8. On “Student Records” page, click on “Academic Transcripts”
9. On the “Academic Transcript Options,”
  - 7a. Select “All levels” for the Transcript Level option
  - 7b. Select “Unofficial” for Transcript type
10. Your “Academic Transcript” will appear. It will lists in order from first term to most current.

### **Procedures to View Your Calculated “Academic Progress” on Banner Self – Service**

1. Click on the Financial Aid tab.
2. Click on “Academic Progress” which will list you status as:
  - a. Overall Units Exceed Limit
  - b. GPA Below 2.0 & Unmet Units
  - c. GPA Below 2.0
  - d. Has Unmet Units

### **To Complete the Appeal**

1. The term for which you must discuss “Probation” will be the term prior to your most recent graded term.
2. The term for which you must discuss “Disqualification” will be the most recent term for which you were graded. This is the term for which you are disqualified.

Review the classes, grades, and cumulative GPA. If you are over units, refer number of “cumulative attempted hours.”

**Gavilan College – Financial Aid Office  
Appeal 2008 – 2009**

NAME: \_\_\_\_\_

GAV ID: \_\_\_\_\_

Email: \_\_\_\_\_

Directions:

This form may be used only by students who are disqualified from financial aid. Please submit this completed appeal to the Financial Aid Office. Your appeal will be reviewed within a week and you should expect to receive a response by e-mail.

**Part 1: EXTENUATING CIRCUMSTANCES**

(Describe the issues in the \_\_\_\_\_ semester that led to probation.)

(Describe the issues in the \_\_\_\_\_ semester that led to disqualification.)

**Part 2: RESOLVED ISSUE**

(Describe the changes that have taken place that have are solved, resolved, remedied, eliminated, changed or have improved the issues you described above.)

**Part 3: STUDENT INFORMATION**

1. Are you in any special programs? Circle the programs you are in:  
Athletics    EOPS    CalWORKs    TRIO    DRC    Puente    MESA    Basic Skills
2. Have you met with a counselor? \_\_\_Yes    \_\_\_No. If yes answer the next four questions.
- 2a. Name of Gavilan counselor you last met with: \_\_\_\_\_
- 2b. When did you last meet with counselor? \_\_\_\_\_
- 2c. Did the counselor help you work out an Education Plan?  
\_\_\_Yes    \_\_\_No
- 2d. What issues or difficulties did you discuss with the counselor?
3. Did you meet with any of your teachers to discuss your academic difficulties?  
\_\_\_Yes    \_\_\_No. If yes answer the next two questions.
- 3a. Name of Gavilan instructor you communicated with? \_\_\_\_\_
- 3b. What advice did you receive from your teachers?
4. Were you working during the term in which you became disqualified?  
4a. If so, how many hours each week? \_\_\_\_\_
5. What tutoring help were you using to help you succeed in your classes?
6. How do you rate your study habits?
7. How do you rate your English skills?
8. What advice would you give other students who are struggling to improve their success in college?
9. Are you working now? If so, how many hours per week? \_\_\_\_\_
10. Please mention anything else you think might indicate that you will be successful this semester and into the future.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Financial Aid Office:**

\_\_\_Approved

\_\_\_Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_