

# Gavilan College – Financial Aid Office

## APPEAL FORM

*These are directions for completing the Appeal Form. You will need to log onto GavSSB(Gavilan Self – Service Banner) 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 2009 – 2010**

APLF09  
09/10  
Status \_\_\_\_\_

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

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

Directions:

This form may be used only by Financial Aid applicants who have been placed on **academic disqualification due to unmet units and or GPA**. Deadlines to submit required Financial Aid Appeals and Quizzes are the Monday before the last day of instruction for each term. Appeals submitted after the deadline will be considered for the next term.

Your appeal will be reviewed within 2 weeks. For the most current information, refer to GavSSB, under "Academic Status" for financial aid. A mailed notification will follow.

If your appeal is approved, you will be awarded for the semester in which the appeal in which your appeal was approved. 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 Financial Aid grants, loans and work study.

**Part I: EXTENUATING CIRCUMSTANCES**

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

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

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

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

**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 on the previous page.

**Part 3: STUDENT INFORMATION**

1. Are you in specialized 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 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.

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

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. Will you be working during the semester? 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

***For Senior Program Specialist:***

- Approved for Term:\_\_\_\_\_
    - ROASTAT updated
    - RRAAREQ updated
  - Denied for Term:\_\_\_\_\_ul style="list-style-type: none;">  - ROASTAT updated
  - RRAAREQ updated
- Pending:\_\_\_\_\_

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

***For Tech/PSP:***

- Letter mailed to student
- Letter attached to this appeal
- Forwarded to scanning and indexing.