



### Financial Aid Second Level Appeal

Students wishing to appeal the denial of their original appeal (“Lack of Satisfactory Academic Progress”, “Pace of Progression” or “Unit Maximums Exceeded”) must complete this form. *You will receive a copy of this form that serves as written notification within 5 business days with the Appeals Committee’s decision. If you choose to inquire with the Financial Aid Front Office staff, please allow for a minimum 24 hour processing period after an Appeal has been reviewed. The decision of the Financial Aid Appeals Committee is FINAL. No further appeals will be considered.*

**Appeals must be submitted to the Financial Aid Office by closing of business on Friday for Committee review the following Tuesday.**

**TO BE COMPLETED IN BLACK INK**

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
LAST FIRST M.I.

Home Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone# (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Reasons for Appeal (Please check with the Financial Aid Office if you’re not sure why you must appeal):

- I am Appealing the Denial of my Initial Appeal.
- I am Appealing for Financial Aid Reinstatement for:
  - Fall 20 \_\_\_\_\_
  - Spring 20 \_\_\_\_\_
  - Summer 20 \_\_\_\_\_

What is your educational objective? **Check only one** (Financial Aid can fund only one objective)

- Certificate (1 year program)
- Associate Degree (2 year program)
- Bachelor’s Degree (Transfer)
- Associate Degree Transfer

What is your major for the educational objective you marked above? \_\_\_\_\_

What catalog year are you using? (Please check this box , if you have discussed this with your Counselor) \_\_\_\_\_

If transferring to another institution, please list name: \_\_\_\_\_

**The Appeal must include the following:**

1. You **MUST SIGN**, and attach a word-processed or type-written document explaining in detail the new circumstances you wish us to consider in your appeal. Refer to the **statement guidance on page 3** of this packet. You **MUST ATTACH DOCUMENTATION** verifying reasons such as medical, bereavement or other extenuating hardships (i.e. first generation college student). **In addition, you MUST describe how you have resolved the problem and/or enacted preventative measures to ensure it will not be a factor in your future progress.** Note: It is important to explain additional and/or new information that was not included in your original petition. The following scenarios are **NOT** extenuating circumstances and will not be basis for an approval:
  - Course was too difficult
  - Attempted too many units and couldn’t handle the workload
  - Transportation issues
  - Lack of time management
  - Financial Aid processing late or delayed
  - Had to work too many hours
2. Please **ATTACH ONE OF THE FOLLOWING:** 1) Two Semester Education Plan form the Counseling 095 class, 2) Education Plan, 3) DARS Evaluation (with all sections open), 4) General Education (Green sheet, Blue sheet, IGETC) + Major Preparation, or 5) EOPS or ARC Education Plan. **Note: If you wish to be given consideration as a retraining or re-entry student, see your financial aid advisor before submitting this appeal.**
  - Attached or Previously Submitted within the last 2 semesters
  - Attended Workshop
3. If this appeal is for a Lack of Satisfactory Academic Progress and you are completing this appeal in the 7<sup>th</sup> week of the semester (or later), you **MUST ATTACH PROGRESS REPORTS** for each class you attend to verify your current progress. Progress reports are available on-line or in the Financial Aid Office.

4. The following courses meet my educational objective at Grossmont College:

<u>FALL 20</u>		<u>SPRING 20</u>	
Subject & Course# (e.g. Psy 120, Engl 120)	Units	Subject & Course# (e.g. Psy 120, Engl 120)	Units

**By signing I am certifying that all the courses listed above are required for my major and educational goal here at Grossmont College. I further certify that all the information contained in this appeal, in my statement and in all the supporting documentation is true and accurate. I understand that financial aid is intended only for required coursework. WARNING: If you purposely give false or misleading information on this worksheet and/or any attached documentation, you may be fined, be sentenced to jail, or both.**

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

Date \_\_\_\_\_

**FOR FINANCIAL AID OFFICE USE ONLY**

Total Units Attempted \_\_\_\_\_ Total Units Completed \_\_\_\_\_ Overall College GPA \_\_\_\_\_ Completion Rate \_\_\_\_\_%

Previous Petition?  Yes  No (last award year was \_\_\_\_\_) Previous **Warning** Status?  Yes  No (term \_\_\_\_\_; year \_\_\_\_\_)

Previous **Probation** Status?  Yes  No (term \_\_\_\_\_; year \_\_\_\_\_) Units Deficient?  Yes (# of Units: \_\_\_\_\_)  No

Assessment Placement: Math \_\_\_\_\_ English \_\_\_\_\_ ESL \_\_\_\_\_ PLEU \_\_\_\_\_

Educational Objective \_\_\_\_\_ What is student's 150%? \_\_\_\_\_ Remedial Units \_\_\_\_\_

ESL Units \_\_\_\_\_ Recalculate GPA \_\_\_\_\_

Appeal Approved (check **all** that apply)

- Student met the Reinstatement requirements as outlined in the GC P&P Section 603.  One term only (term \_\_\_\_\_).
- Student has a documented and compelling reason and is on Financial Aid Probation. Other conditions for Probation status include: \_\_\_\_\_.
- Final semester of eligibility at Grossmont College (student will have exceeded the maximum # of units).
- Final year of financial aid eligibility at Grossmont College (student will have exceeded the maximum # of units by end of year).
- As Re-training for length of program and educational plan is attached.

Appeal Denied (check **all** that apply)

- Student does not have documented extenuating circumstances.  Student is not meeting Pace of Progression standards.
- Student did not meet the conditions for Reinstatement as outlined in the GC P&P Section 603.
- Student did not meet the conditions set while on: \_\_\_\_\_Warning \_\_\_\_\_Probation
- Student's overall GPA is below a 2.0 after two years.  Student is not following educational plan.
- Student has exceeded the institutional unit maximum for units  completed  attempted.
- Student did not explain Preventative Measures / Resolutions.  Exceeded 150% of the program length.
- Student is perusing multiple educational objectives  Student needs to meet a semester of SAP to re-evaluate.

Additional Comments: \_\_\_\_\_

Financial Aid Advisor/Supervisor/Director Initials: \_\_\_\_\_

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

## Statement Guidance for Financial Aid Appeal

*This is only a guide for the statement you need to submit with your Financial Aid Appeal. Please do not submit this sheet to the Grossmont College Financial Aid Office.*

### Instructions:

For each semester that you had a non-passing grade (F, NP, W, I), please answer the questions below. If you are addressing more than one semester, make sure that you create a timeline from the oldest semester to the most recent one. Please review your Academic History on Web-Advisor (see page 2) and follow the examples below.

Example:

#### Fall 2010

*State the unique circumstance(s) that occurred to you or a member of your family; state the impact the circumstance(s) had on each course for which you received an F, NP, W or I; state how the circumstance(s) were resolved and describe any preventive measures that you implemented to ensure the circumstance(s) may not occur in the future; and attach supporting documentation.*

#### Spring 2011

*State the unique circumstance(s) that occurred to you or a member of your family; state the impact the circumstance(s) had on each course for which you received an F, NP, W or I; state how the circumstance(s) were resolved and describe any preventive measures that you implemented to ensure the circumstance(s) may not occur in the future; and attach supporting documentation.*

#### Summer 2011

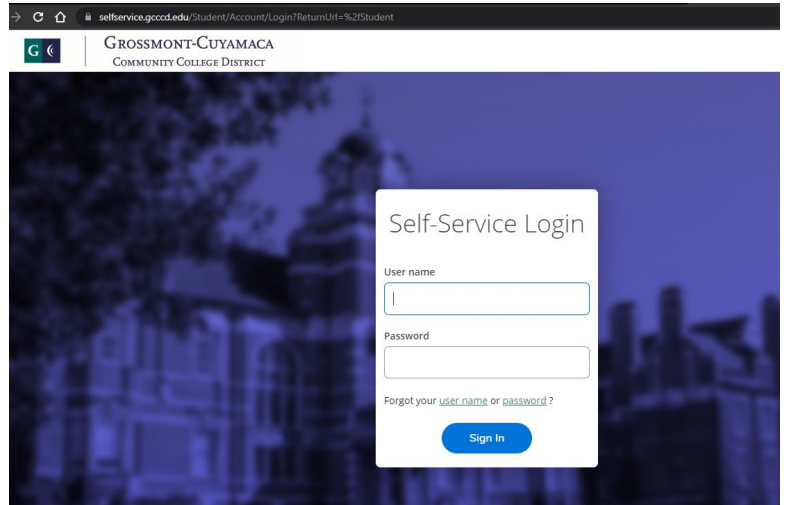
*State the unique circumstance(s) that occurred to you or a member of your family; state the impact the circumstance(s) had on each course for which you received an F, NP, W or I; state how the circumstance(s) were resolved and describe any preventive measures that you implemented to ensure the circumstance(s) may not occur in the future; and attach supporting documentation.*

### Questions:

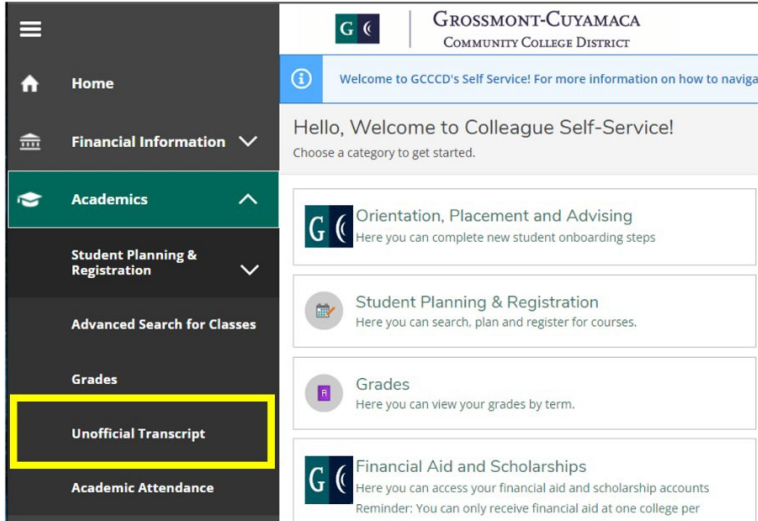
1. For the semester in question, what was the reason you did not meet satisfactory academic progress? What prevented you from passing your classes?
2. How did this (your reason) impact your academic education for the semester in question?
3. What is your resolution and preventive measures? How have you resolved the issue and what are you doing different so that this situation does not affect your academic education again?
4. Do you have any supporting documents? Do you have any documents within the dates of the semester in question that can back up your statement? If you do, please provide a copy that we can keep.
5. Did you ever change your major in the past? If so, how many times and what were your reasons for doing so on each occasion?
6. Are you coming back to school after an absence of more than two years? If so, what are all your reasons for returning to college?
7. Have you been injured in any way that impacts your current or previous occupation(s) or are there financial circumstances that brought you back to college? If so, please provide as much documentation for either of these scenarios.
8. Is there anything else you can mention in your statement that you think might help explain the various circumstances that are unique to your academic history and educational and occupational plans for the future?

## Steps to View Your Academic History on Self Service

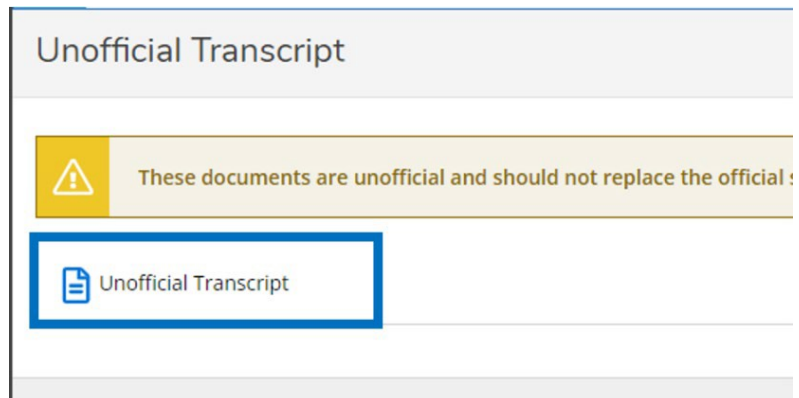
1. Go to <https://selfservice.gcccd.edu/Student/Account/Login>, and Log In



2. Once you have logged in, find Academics located on the left bar and select the drop down menu. Once you are there, select Unofficial Transcript.



3. You should then be able to see file called Unofficial Transcript, select that file to download a PDF.



4. After following the steps above, you should be able to see your academic history, which will include your grade(s) and the term(s) of attendance