Academic Progress Petition

- The last day to submit a completed appeal is by the 5th day of the quarter. They will be reviewed by the 10th day of the quarter, and students will be notified with the decision via email. For summer quarter, appeals should be completed during the first week of the quarter or sooner.

- The Academic Progress Policy is available on the web (greenriver.edu/student-affairs/financial-aid/academic-progress-policy).

Name: _____________________________________  Student ID #: __________________________________

WARNING: Incomplete petitions will not be reviewed.

☐ Step 1 If you are currently registered, continue to attend class pending the outcome of your petition.

☐ Step 2 Read and complete the student portion of this petition.

☐ Step 3 Have your instructor(s) complete the Instructor Information Form for each class in which you received a grade of I, W, 0.0 – 0.9, Y or NC. Attach the completed form(s).

Contact information for your instructor(s) can be found at www.greenriver.edu/Staff.

Note: Step 3 is not required if the course in question was taken more than two years ago.

☐ Step 4 Gather and attach any documents verifying issues that were beyond your control. For example, doctor’s note, court records, obituary, death certificate, police report.

☐ Step 5 Meet with your advisor, TRIO advisor, or an advisor in the Career and Advising Center to complete an educational plan. Attach a copy of the plan to this petition.

Career & Advising is in SA-126: 253.833.9111 (2642)

Plan is on STAR: __________________________________  Advisor Signature

☐ Step 6 Submit all parts of your completed petition to the Financial Aid Office.

☐ Step 7 Check the Student Financial Aid Portal in 2-4 business days.

Go to www.greenriver.edu. Click on Student Affairs, Financial Aid, and Student Financial Aid Portal

To receive this information in alternative format, contact Disability Support Services at 253-833-9111, extension 2631; TTY 253-288-3359

Quarter: __________  ☐ Approved  ☐ Denied  ☐ Pending  Reason: __________________________________

School Official: __________________________________  Date: ______________________________

Financial Aid Use Only

Green River College is committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, creed, color, national origin, gender, gender identity, sexual orientation, age, marital status, religion, disability, genetic information or any other unlawful basis. Harassment of an individual or group on the basis of race, creed, color, national origin, gender, gender identity, sexual orientation, age, marital status, religion, disability, genetic information or any other unlawful basis has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Green River College is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property. Learn more at www.greenriver.edu/accessibility.
Academic Progress Petition

If your petition is not approved, you will be asked to pay for your own tuition, books and fees for the quarter. If financial aid has already paid your tuition and fees, the payment will be cancelled. If you are unable to pay your own tuition and fees at that time, you will be withdrawn from your classes.

Name _____________________________________________________________________________

Student ID #__________________________ Social Security # ____________________________

Address ____________________________________________________________________________

Street                                                               Apartment

___________________________________________________________________________________

City                                                                         State                             Zip Code

E-Mail ______________________________________   Phone _______________________________

Year and quarter you are appealing: __________________________________________________________

NOTE: If you had a student loan and did not attend classes the full quarter and earned zero credits, your student loan was automatically cancelled. You will need to complete a new Federal Direct Student Loan Worksheet to receive future loans if your petition is approved.

By signing below, you are affirming that the statements and information you have provided with your Academic Progress Petition are accurate to the best of your knowledge.

Student’s Signature ______________________________________   Date _______________________

Academic Progress Petition

1. Explain why you were unable to maintain the required number of credits and/or grade point. Include dates and any relevant information. Documentation of illness, death, legal issues, and other circumstances outside of your control are required for verification purposes. Petitions lacking the proper supporting documents may be denied.

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2. Outline in detail the specific steps you will take to ensure you will complete all credits attempted, and maintain a minimum 2.0 quarterly grade point average in the future.

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INSTRUCTOR INFORMATION
(To be completed by the Instructor)

STUDENT ______________________________________________   SID# _________________________________

QUARTER/YEAR ________ COURSE ________________ INSTRUCTOR _____________________________
(Print)

1. How would you describe the student’s attendance or online participation in class?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

2. Did the student submit the required assignments?  □ Yes  □ No  □ NA

3. Did the student take regularly scheduled quizzes or exams?  □ Yes  □ No  □ NA

4. Did the student discuss his/her academic problems in class with you?  □ Yes  □ No  □ NA

5. If the student was given an incomplete, has he/she made arrangements to complete the course?  □ Yes  □ No  □ NA

6. If the student withdrew, was he/she doing satisfactory work at the time of the withdrawal?  □ Yes  □ No  □ NA

Last date of attendance or online participation: ________________

COMMENTS:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

__________________________  ____________________________
Date                          Instructor’s Signature
STUDENT ___________________________________________   SID# __________________________________________

QUARTER/YEAR ___________   COURSE ________________   INSTRUCTOR _____________________________ (Print)

1. How would you describe the student’s attendance or online participation in class?
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

2. Did the student submit the required assignments?   □ Yes   □ No   □ NA
3. Did the student take regularly scheduled quizzes or exams?   □ Yes   □ No   □ NA
4. Did the student discuss his/her academic problems in class with you?   □ Yes   □ No   □ NA
5. If the student was given an incomplete, has he/she made arrangements to complete the course?   □ Yes   □ No   □ NA
6. If the student withdrew, was he/she doing satisfactory work at the time of the withdrawal?   □ Yes   □ No   □ NA

Last date of attendance or online participation: _________________

COMMENTS:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Date ___________________________  Instructor’s Signature ___________________________