



# Job Placement Center

## SATISFACTORY ACADEMIC PROGRESS APPEAL

### Student Worker Program

Students are required to maintain satisfactory academic progress to be eligible to participate in the work study program. It is the student's responsibility to stay informed of Antelope Valley College's satisfactory academic progress standards and to monitor his/her own progress. In some cases, mitigating circumstances may have contributed to your failure to meet the satisfactory academic progress standards for the specific semester. The student may submit this completed satisfactory academic progress appeal with any documentation. Incomplete appeals or appeals missing required documents will be returned to the student by mail.

**YOU MUST BE ENROLLED IN THE SEMESTER YOU ARE APPEALING FOR.**

\*\*\*\*\*ALL APPEALS MUST BE FILLED OUT IN BLACK OR BLUE INK ONLY\*\*\*\*\*

Name (print): \_\_\_\_\_

AVC ID #: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Check the semester that you are appealing for reinstatement of the Work Study Program. Only the current semester can be appealed within the semester deadlines.

Year: 20\_\_\_\_  Fall  Spring  Summer

Check the reason(s) for not meeting the work study eligibility requirements:

- I did not enroll in at least 3 units for summer, or 6 units for fall or spring.
- I did not meet 50% cumulative completion rate.
- I did not meet minimum GPA requirement (2.0).
- I have reached maximum attempted units (40 units for certificate; 70 for degree programs).

Explain, in detail, why you were unable to maintain the satisfactory academic progress standards, or any of the above stated standards. Explain why you did not enroll in summer classes, you have exceeded maximum number of units allowable to obtain a degree or certificate program OR failed to maintain the 50% completion rate AND/OR the 2.0 GPA. **If additional space is needed, attach a separate sheet.**

If you did not successfully complete all your classes, explain what you are going to do differently so you are able to maintain satisfactory academic progress standards.

### **DOCUMENTATION ATTACHED**

Please submit your appeal and a current Ed Plan to [JPCappeals@avc.edu](mailto:JPCappeals@avc.edu). You may also attach any paperwork you feel will be helpful in our determination of your appeal.

**Important:** Results of the Students appeal will be emailed to the students AVC email account. Please allow an average of 2-4 weeks for appeal results. If you do not receive an email response you may check the status of your appeal by emailing [JPCappeals@avc.edu](mailto:JPCappeals@avc.edu).

### **CERTIFICATION**

I would like to have my Work Study eligibility reinstated. If my appeal is approved, I understand that I will be placed on probation and expected to (1) meet the satisfactory academic progress standards, (2) complete all attempted classes with passing grades and (3) abide by any other conditions indicated on my appeal approval.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please submit this appeal with a current Ed Plan to:  
[JPCappeals@avc.edu](mailto:JPCappeals@avc.edu)**

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**THIS SECTION FOR JOB PLACEMENT CENTER USE ONLY**

Cumulative GPA		Total Units Attempted	
Registered Units		Passed Units	
		Completion Rate	%

**APPEAL RESULTS:**      **Year: 20**\_\_\_\_\_       **Fall**       **Spring**       **Summer**

**Approved**

**Denied:**

- Did not meet conditions of prior appeal by successfully passing all classes.
- Enrolled in courses not needed for your goal.
- Not making adequate progress.
- Not enrolling in the minimum required units for the current term.
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Other: \_\_\_\_\_

\_\_\_\_\_

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**Job Placement Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Dr Jill Zimmerman Signature:**\_\_\_\_\_ **Date**\_\_\_\_\_