

Academic/Progress Dismissal Appeal

First Name

Last Name

Student ID

Reference: Title 5, Section 55033 and 55034

You may appeal your dismissal status if you have additional information that warrants an exception to the dismissal action. It is the responsibility of the student to provide a personal statement that details the grounds for which continued enrollment should be granted and to include supporting documentation for the exception request. You will remain on dismissal status while the appeal petition is being reviewed and in progress. A decision regarding the appeal will be communicated to the student's college email within 15 business days of receipt of the appeal petition request.

If the appeal form is not received by July 5, 2022 the student will waive all rights to appeal the dismissal action.

Dismissal appeals may be granted under the following circumstances:

1. If the grades resulting in dismissal are not reflective of the student's usual academic performance.
2. If the dismissal occurred as a result of an extenuating circumstance beyond the student's control that resulted in the causation of the dismissal status (i.e., hospitalization, serious illness, other extenuating circumstances beyond the student's control). Supporting documentation must be attached to the petition.

Student Checklist:

- Completed Dismissal Petition**
- A legible personal statement detailing the extenuating circumstance, how the situation caused the dismissal status, and why your request should be granted an exception.**
- Supporting documentation or evidence supporting your appeal.**
- Meet with a Counselor for consultation on appeal request.**

Appeal Agreement & Terms

Your Appeal of Academic Dismissal is approved with the following conditions:

- o Schedule a follow-up counseling appointment a minimum of once per semester by _____ to discuss agreement progress.
- o Follow the Student Education Plan outlined by the counselor.
- o Participate in and utilize the following support services: _____ for the _____ semester including the Math & Science Learning Center, Reading & Writing Learning Center. Recommended: A minimum of 3 hours per week. Contact the Tutorial Center at 954-5542 to set up a schedule.
- o Reduce your work hours from _____ to _____.
- o Follow the Success Plan outlined by the counselor
- o Earn grades of A, B, C, or P and complete at least 50% of all of your courses, in which you enroll.
- o Other: _____

By signing below, I understand the conditions by which my appeal may be granted and I will adhere to all conditions set forth by the outlined agreement.

X _____
Student Signature Date

For office use only:

- Appeal Approved / Service Indicator removed.
- Appeal Denied: **You may appeal a denied decision to the Director of Admission & Records within 15 Days of the date of decision.**

Appeal Officer's Signature: _____ Date: _____