

Date:

## Instructions

- 1) Student must appeal to the campus in which they are enrolled, or will enroll, for the majority of their units. If approved, student can only enroll in courses at the campus that approved the appeal.
- 2) Student may only submit an appeal for the most recent semester the student was dismissal for.
- 3) Complete the Student Information section.
- 4) Check the Extenuating Circumstance and submit supporting documentation with appeal.
- 5) Student must attach a recent Student Educational Plan (SEP) with appeal.

Student must write a clear and concise Student Statement (on reverse), on why you should be granted continued enrollment.

## **Student Information:**

Student Name:	Student ID #:
Address:	
Telephone Number:	Cell phone Number:
E-mail:	
Number of Dismissals:	Terms Dismissed:

## **Required Documentation - Extenuating Circumstances**

Student must provide reliable third party documentation verifying any and all extenuating circumstances. Documentation MUST be submitted with your appeal. (Select one):

Medical Reason Death in the immediate family

Jury Duty

Military Active Duty

Circumstances outside student's control

I wish to appeal my current academic/progress dismissal based on documented extenuating circumstances beyond my control.

## Student Signature:

ST	OP

This Section to Be Completed by CCC Counselor Counselor Recommendation to Academic Standards:

Counselor Signature:		Action Date:
Academic Standards Appeal Decision:	Approved	Denied
Signature:		Date:
Date Appeal Received:	Clovis Term/Units: (UG):	



Student's Statement-Required: Please print or type. Attach additional page(s) if necessary.

Name:

Student ID #:

1. Explain why you have been unable to complete college work successfully. Present all relevant information. You may attach evidence, *e.g.*, copies of medical records or court records, letters from employers, which verify your situation.

2. Explain why you will be able to be successful in college in the future. What will be different now and in the future?

Student Signature:

Date:

Return completed form with required attachments to a Clovis Community College Counselor. Counseling Services located in AC2-133. Call 325-5230 for further information.