Appeal for Exception from Academic Suspension

Academic Standards for Satisfactory Academic Progress

INSTRUCTIONS: Fill out this form if you have experienced an extenuating circumstance beyond your control that contributed to your Academic Suspension status with PCC. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond your reasonable control. You must include documentation for the extenuating circumstance. Notification of the outcome of your Appeal will be sent to your MyPCC email address.

APPEALS WHICH DO NOT MEET ALL REQUIREMENTS WILL BE RETURNED WITHOUT REVIEW OR DENIED

Student Name: _____ **G#:** _____

PCC E-mail: _____**@pcc.edu** **Phone#:** _____

(You will be notified of the outcome of your appeal via MyPCC E-mail)

Date Submitted: _____ **Do you have a Learning Contract established?** **Yes [ ]** **No [ ]**

If Yes, attach with form.

Section I – Reason for Appeal – YOU MUST PROVIDE DOCUMENTATION OF EXTENUATING CIRCUMSTANCES

Indicate the nature of your exception	**Provide the following supporting documentation**
[ ] Personal illness or accident/injury….	Physician verification proving you were unable to complete the term
[ ] Illness or injury of an immediate family member….	Physician verification stating you were the primary care giver
[ ] Death of an immediate family member…	Proof of death, such as a copy of a death certificate
[ ] Required military or job transfer out of area….	Military transfer orders or employer verification
[ ] Other hardship_____….	Letter of explanation and verification

Section II – Explanation: Use the space below to describe what prevented you from meeting PCC's Academic Standards of Satisfactory Academic Progress. Please attach a separate sheet if you need more room to explain.

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Section III – Submitting Appeal for Exception from Academic Suspension

Make sure your Appeal for Exception from Suspension includes the following:

[ ] Appeal for Exception Form [ ] Documentation for extenuating circumstance [ ] Learning Contract (if one was established)

Submit your Appeal for Exception from Academic Suspension to a campus Dean of Students Office:

Cascade – SSB 125	Rock Creek – Bldg. 9, 115	Southeast – SCOMM 116	Sylvania – CC 209
971-722-5418	971-722-7215	971-722-6191	971-722-8520
dos.ca@pcc.edu	dos.rc@pcc.edu	dos.se@pcc.edu	ados.sy@pcc.edu