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

[ ] Personal illness or accident/injury....

[ ] Illness or injury of an immediate family member....

[ ] Death of an immediate family member...

[ ] Required military or job transfer out of area....

[ ] Other hardship_______________________....

Provide the following supporting documentation

Physician verification proving you were unable to complete the term

Physician verification stating you were the primary care giver

Proof of death, such as a copy of a death certificate

Military transfer orders or employer verification

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.

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

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  971-722-5418  dos.ca@pcc.edu

Rock Creek – Bldg. 9, 115  971-722-7215  dos.rc@pcc.edu

Southeast – SCOMM 116  971-722-6191  dos.se@pcc.edu

Sylvania – CC 209  971-722-8520  ados.sy@pcc.edu

ASAP Appeal for Exception

Revised: 2019.01.30 PAH