



Enrollment Services  
 PO Box 967  
 Roseburg, Oregon 97470  
 541.440.4617 | 541.440.7713  
 Registration@umpqua.edu

# Academic Standards Appeal Process

**Please provide complete and accurate information for your appeal.  
 INCOMPLETE appeals (missing information of documents) will NOT be accepted.**

## INSTRUCTIONS

**STEP 1 – COMPLETE APPEAL** and attach required supporting documentation of extenuating circumstance to accompany appeal.

- Explanation of extenuating circumstances pertaining to appeal (attached statements are accepted)
- Explanation of proposed behavior that will improve academic performance (Readmission After Suspension)
- Attach any supporting documentation of extenuating circumstances (Required for all withdrawal appeals)

**Appropriate Documentation could include:**

- Signed statement from Physician verifying personal illness or injury which prevented you from withdrawing
- Signed statement from Physician documenting medical illness or injury of immediate family member
- Copy of newspaper obituary or death certificate for immediate family member
- Copy of police reports, proof of automobile accident, and/or car repair receipts
- Document or Letter of explanation from professional source (e.g. employer, social worker, etc.)
- Signed Statement or progress report from instructor verifying current term grades
- Hospital form(s) showing significant dates that occurred during suspension term

**STEP 2 – SCHEDULE** an appointment with your Academic Advisor (in advance) at: 541-440-4610.

**STEP 3 – MEET** with your Academic Advisor with your completed appeal and complete or update your term by term planner. Together you will review your appeal form and the supporting documentation for submission to Academic Standards Committee (ASC). Your Advisor will sign off on the appeal.

**STEP 4 – SUBMIT** the completed appeal with Advisors signature, and all approved supporting documents to the Enrollment Office (Welcome Center), no later than 4:00 pm the Monday prior to the next scheduled meeting.

## SUBMISSION PROCESS & ASC MEETINGS

The Academic Standards Committee (ASC) will review your appeal and supporting documentation. You have the opportunity and are encouraged to appear before the committee to answer questions and clarify information on the documentation. After your appearance the committee renders a decision. You are notified of the committee’s decision by mail and a copy is placed in your records.

The appeal committee meets on the First Wednesday of each term and the Last Wednesday before Finals Week, during Fall, Winter & Spring terms. The committee does NOT meet during Summer term.

	Fall	Winter	Spring	Summer
<b>Submission Deadline by 4:00 pm</b>	The first Monday in week one of each academic term and the Monday of week 10.			<b>Committee does not meet (Submit for fall)</b>
<b>ASC Meetings begin at 2:00 pm. Check-in at the Library (Moody Room)</b>		The first Wednesday in week one of each academic term and the Wednesday of week 10.		

NEXT APPEAL & MEETING DATE:		
<b>Submission Deadline:</b>	Monday _____ 4:00 p.m.	Enrollment Services – Welcome Ctr.
<b>Appeal Meeting:</b>	Wednesday _____ 2:00 p.m.	Moody Room- UCC Library



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# Academic Standards Appeal Form

**OFFICE USE ONLY:**

\_\_\_\_\_  
 Last Name                      First Name                      Middle Initial                      Student ID Number

\_\_\_\_\_  
 Mailing Address                      City                      State                      Zip

\_\_\_\_\_  
 Phone Number                      Alternate/Message Phone

UCC Major: \_\_\_\_\_ Currently enrolled at UCC?  Yes  No

**TERM & YEAR Appeal:**  Summer  Fall  Winter  Spring    **YEAR:** \_\_\_\_\_

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**Section 1 – STUDENT APPEAL INFORMATION**

**Please answer each of the following questions:**

- Yes**  **No** Do you wish to appear in person before the ASC?
- Yes**  **No** Do you want student representatives who serve on ASC excluded from reviewing/hearing your appeal?
- Yes**  **No** Have you previously appeared before ASC? If so, when: \_\_\_\_\_
- Yes**  **No** Are you appealing Financial Aid?  
 If yes, you will need to complete the **Financial Aid Satisfactory Academic Progress Appeal Form.** (*Financial Aid Appeal is a separate process/form submitted to the Financial Aid Office.*)

**I am requesting the following appeal(s):**

- LATE WITHDRAWAL:** Late withdrawal from one or more courses from the previous term only
- COMPLETE WITHDRAWAL FROM A PRIOR TERM:** Complete Withdrawal from all courses from any given term
- FORGIVENESS:** Request prior term grades -from 5 years or more- to be excluded from GPA calculation - remain on transcript
- READMISSION AFTER SUSPENSION:** Request to enroll in nine or more credit hours for the next term only

**Section 2 – LATE WITHDRAWAL, COMPLETE WITHDRAWAL, AND/OR FORGIVENESS only**

Registration CRN	Course Number	Term/Year
40420 (Ex.)	MTH 105	Fall/2007

Registration CRN	Course Number	Term/Year

Registration CRN	Course Number	Term/Year

### Section 3 – READMISSION AFTER SUSPENSION only

Courses I am currently <u>registered</u> for & will keep if denied; suspended students may enroll in up to 8 credits without appealing to ASC		
Course Number	Course Name	Credits
<i>MTH 105 (Ex.)</i>	<i>Intro to Contemporary Math</i>	<i>4</i>

-AND-

Additional course(s) I would like to add if approved; suspended students must appeal to ASC if they would like 9 or more credits and identify those course(s) below to add		
Course Number	Course Name	Credits
<i>WR 121 (Ex.)</i>	<i>English Comp – Intro to Arg</i>	<i>4</i>

### Section 4 – ACADEMIC STANDARDS APPEAL CHECKLIST

- ASC Appeal Form Complete** – All boxes checked and course/term information included. Review your academic transcripts on your Student Self Service account for course/term information.
- Statement Attached** – Your statement should be well thought out and include:
- Address extenuating (beyond your control) circumstances during time period and/or the term prior addressed in your appeal; what prevented you from withdrawing before the published deadline (9<sup>th</sup> week of fall/winter/spring term; see schedule for summer term 5 & 10 week classes)
  - Outline your plan for academic success – what are/will you do differently
  - What resources on/off campus have you or will you access
  - Identify your purposed behavior to improve your academic performance
  - **FORGIVENESS** – address how **NOT** gaining forgiveness will be detrimental to future academic or occupational pursuits - past term grades may be damaging or negative to your future educational and/or occupational pursuits
- Education Plan Attached** – Complete your ASC Appeal Form. Meet with an academic advisor/counselor to complete or up-date your education plan. Review a degree evaluation and identify remaining courses needed to complete your certificate or degree.

#### REQUIRED for all appeals

- Supporting Documentation Attached:** Signed statement from physician verifying personal illness or injury which prevented you from withdrawing; signed statement from physician documenting medical illness or injury of immediate family member; copy of newspaper obituary or death certificate for immediate family member; copy of police reports, proof of automobile accident, and/or car repair receipts; document or letter of explanation on letter head from professional source (e.g. employer, social worker, etc.); signed statement or progress report(s) from instructor verifying current term grades; hospital form(s) showing significant dates that occurred during suspension term.

**Section 5 – COMPLETE WITH YOUR ACADEMIC ADVISOR**

**Reviewed:**

- Good Academic Standing/GPA
- Retaking D or F earned grades may improve GPA
- Withdrawal Process/Deadlines
- One Time Request for Academic Forgiveness
- VA Benefits/GI Bill
- Financial Aid Satisfactory Academic Progress Policy

**Referral(s):**

- Financial Aid/VA Rep
- Advising/Disability Services
- Tutoring Lab/Core Skills Mastery
- Faculty/Progress Reports
- Community Resource
- UCC Mentoring Project
- VA Center
- Academic Advisor/Counselor/Faculty: \_\_\_\_\_

Advisor's notes/comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I understand making any false statement on this appeal will be sufficient cause for dismissal. I hereby certify to the best of my knowledge, all information on this application is true and accurate. I hereby authorize Umpqua Community College to release my academic records to the Academic Standards Committee members.**

\_\_\_\_\_  
**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Signifies Approval & Authorization*

\_\_\_\_\_  
**Academic Advisor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Signifies Approval & Authorization*

**OFFICE USE ONLY**

- Approved**
- Approved with stipulation**
- Denied**
- No action taken**

**Approved with stipulation:** \_\_\_\_\_

**Comments/Notes:** \_\_\_\_\_  
\_\_\_\_\_