



Registration & Records Office  
 PO Box 967  
 Roseburg, Oregon 97470  
 541.440.4616 | 541.440.7713  
 registration@umpqua.edu

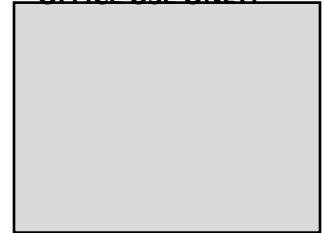
# Academic Standards Appeal Form

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

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

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

OFFICE USE ONLY:



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

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

**INCOMPLETE appeals (missing information of documents) will NOT be accepted.**

**Section 1 – STUDENT APPEAL INFORMATION**

Please answer each of the following questions:

- Yes**  **No** Do you wish to appear in person before the ASC? (Forgiveness Appeals are required to attend)
- Yes**  **No** Do you want ASC student representatives included in 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 (include late withdrawal denial)
- COMPLETE WITHDRAWAL FROM A PRIOR TERM:** Complete Withdrawal from all courses from any given term
- FORGIVENESS:** See Board Policy 709.03 Academic Forgiveness.

Note: Students are **required to attend via Zoom** due to COVID-19 restrictions. Please contact 541-440-4616 or [Melissa.lake@umpqua.edu](mailto:Melissa.lake@umpqua.edu) for meeting instructions.

**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 – 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:
- Late withdrawals 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. Attendance is mandatory for appeal to be reviewed.
- 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 4 – 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
- Veterans Student Center
- Success Center
- Faculty/Progress Reports
- Community Resource
- Accessibility Services
- Peer Mentors
- Director of Advising
- Life Coach
- Academic Advisor/Counselor/Faculty: \_\_\_\_\_

Referral 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*

**Director of Advising and Career Services** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Signifies Approval & Authorization*

**OFFICE USE ONLY**

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

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

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