APPEAL OF ACADEMIC DISMISSAL

Student must appeal within 10 calendar days of his/her dismissal.

Date _____
Month Day Year

Year/Quarter of Dismissal: Year: _____ Quarter: ❑ Summer ❑ Fall ❑ Winter ❑ Spring

Student Name: _____
Last First M.I.

Student ID#: _____ Email that you can be reached at: _____

Address: _____
Street Apt.# City State Zip

Telephone number *(best number to call during the day)*: (_____) _____

Name of CBC Academic Counselor or Advisor: _____
Last First

PLEASE NOTE: Students who have reached the point of academic dismissal have demonstrated a continued pattern of unsatisfactory academic performance. Therefore, a request for an appeal of academic dismissal WILL NOT BE CONSIDERED unless the student can demonstrate and document extraordinary or extenuating circumstances that prohibited him/her from being academically successful. The student is responsible for providing complete and accurate information as noted below. Failure to provide this information will result in an automatic denial of the appeal.

Directions:

1. Within 10 calendar days of your dismissal, complete this form and submit it with a letter addressed to Pat Campbell, Vice President for Student Services. In the letter, clearly describe the extraordinary or extenuating circumstances that prohibited you from being academically successful since the time you were placed on "subject to dismissal" status.
2. Include with your letter, any documentation or evidence to support the extraordinary or extenuating circumstances that are described in your letter. For example, medical or health-related circumstances require some documentation from a healthcare provider or healthcare institution; legal problems require information from an attorney or from court personnel; etc. **Personal issues such as work schedules, childcare problems, etc. are not generally considered extraordinary or extenuating and probably will not result in approval of an appeal.**
3. Mail information to Pat Campbell, Vice President for Student Services, Columbia Basin College, 2600 N. 20th Ave., MS-A1, Pasco, WA 99301-3379.
4. Your information will be reviewed and one of the following actions taken:
   - ❑ Your request for an appeal is denied; the information you submitted does not justify an appeal.
   - ❑ More information is needed; contact Pat Campbells' office by calling (509) 542-4449.
   - ❑ Your request for an appeal is approved. Upon reinstatement you must receive no less than a 2.00 quarterly GPA, or you will be dismissed from Columbia Basin College without the right to appeal.

Year/Quarter student may return to Columbia Basin College: Year: _____ Quarter: ❑ Summer ❑ Fall ❑ Winter ❑ Spring

Student Signature: _____ / _____
Date

Reviewers' Signatures: _____

Office Use Only
Date appeal received _____
month / day / year

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs and CBC's Title IX Coordinator at (509) 542-5548.

Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Resource Center at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.