

*Appeal must be submitted within 10 calendar days of dismissal*

Date: \_\_\_\_\_  
Month Day Year

Dismissal Year: \_\_\_\_\_ Quarter:  Summer  Fall  Winter  Spring

Student Name: \_\_\_\_\_  
Last First M.I.

Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt.# City State Zip

Phone number (daytime): \_\_\_\_\_

Name of Completion Coach or Counselor: \_\_\_\_\_  
Last First

In order to request an appeal of academic dismissal you must provide documentation of extraordinary or extenuating circumstances that prohibited you from being academically successful. You are responsible for providing complete and accurate information. 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 Lane Schumacher, Dean for Student Retention & Completion. 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 Lane Schumacher, Dean for Student Retention & Completion, Columbia Basin College, 2600 N. 20<sup>th</sup> Ave., MS-H8, 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 Lane Schumacher by calling (509) 542-4595.
  - 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