



ACADEMIC/PROGRESSSS DISMISSAL APPEAL  
Admissions & Records

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

**SECTION I** - I wish to appeal my current academic/progress dismissal based upon documented extenuating circumstances beyond my control.

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

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Number and Street City State Zip

**INSTRUCTIONS:**

1. You must appeal to the campus in which you are enrolled, or will enroll, for the majority of your units.
2. Reliable third-party documentation verifying your extenuating circumstances must be submitted with this appeal.
3. Attach a recent Student Educational Plan (SEP) to this appeal.
4. Write a clear and concise statement in Section III (page 2) on why you should be granted continued enrollment.
5. **Submit your completed appeal with documentation to records@fresnocitycollege.edu**

**SECTION II – EXTENUATING CIRCUMSTANCES (Check one below)**

**Reliable third-party documentation** verifying your extenuating circumstances must be submitted with the appeal.

- All documents need to include dates related to the affected term(s).
  - Statements from a third-party should be on signed and dated letterhead.
  - Any documentation received will be reviewed by the members of the Academic Standards Committee.
- Medical/Psychological (medical/hospital records or a letter from your provider are accepted – notes on prescription pads and/or on “Excuse from Work/School form are not accepted)
  - Death in the immediate family (death certificate with clear proof of relationship)
  - Jury Duty (a certificate of jury service is accepted – a jury summons is not accepted)
  - Military Active Duty (military orders)
  - Other circumstances outside student’s control (police reports, court documents, or documentation from a third-party familiar with your extenuating circumstances – A third-party can include a therapist, healthcare provider, community intervention agency, social worker, law enforcement officer, or clergy member)

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

**Continue to Section III next page**

**\*\*\*\*\*Office Use Only - Appeal Decision\*\*\*\*\***

Approved

Denied

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

