

COUNSELING STAFF USE ONLY			
Date Received:		Received By:	

## COC Counseling Department - Appeal for Reinstatement after Dismissal

Last Name:  First Name:  Student ID:

**The Appeal for Reinstatement after Dismissal is to be completed only if you were dismissed from College of the Canyons in the previous semester.** The Counseling Department will consider appeals from students who are dismissed if they can demonstrate that they have experienced an **extenuating circumstance** in the semester dismissed that prohibited the completion of all coursework after the **Withdraw** deadline (refer to the academic calendar for the withdrawal deadline).

**Read all the instructions prior to completing the appeal.**

### INSTRUCTIONS FOR COMPLETING THE APPEAL

#### WHAT IS AN EXTENUATING CIRCUMSTANCE?

It is important to determine if you have an extenuating circumstance for which to base your appeal. Extenuating circumstances are situations or conditions beyond your control that adversely affected you personally and prevented you from successfully completing the semester. Proof of documentation is required.

**Examples of extenuating circumstances:**

- Personal serious medical or psychological problems.
- Personal hospitalization.
- Car accident resulting in hospitalization or serious medical or psychological problems.
- Death of an immediate family member. An immediate family member is defined as a parent, stepparent, spouse, children, siblings or grandparents.

**Circumstances NOT appropriate for the appeal process:**

- Time management issues
- Working too many hours
- Difficulty with an instructor or any circumstance that occurred BEFORE the withdraw deadline.
- Having a disability is not an extenuating circumstance, however, if there were disability related altercations that adversely affected your academic performance, an appeal may be considered.

#### WHAT ARE THE APPEAL REQUIREMENTS?

- 1) An Appeal for Reinstatement after Dismissal Form completed in full.
- 2) Any and **all supporting documentation that reflects dates within the semester dismissed** must be attached to the appeal:
  - Evidence of the extenuating circumstance, i.e. car accident report, police report, hospitalization admittance documents, medical letter, etc.
  - Any on and off campus resources or services that you have utilized to resolve and improve your circumstance.
  - Unofficial copy of COC transcripts (printed from mycanyons)

#### WHEN IS THE APPEAL DEADLINE?

The deadline to submit an appeal is **Friday, January 20, 2023**. Appeals will NOT be reviewed after this date. **NO EXCEPTIONS!** Upon receipt of the appeal and documentation, the committee will send an email notifying you of their decision.

FOR COMMITTEE USE ONLY						
Comments	Date Reviewed	Committee Member Signature	Approved	Denied		
<b>APPROVED APPEAL PROCESS</b>			<b>DENIED APPEAL PROCESS</b>			
Date Emailed	Email Copied in SARS	Counseling Appt Date with Committee Member	Contract Completed	Hold Release	Date Emailed	Email Copied in SARS
Student met with another counselor?		Yes	Name of the counselor:			

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**HANDWRITTEN AND INCOMPLETE APPEALS WILL NOT BE REVIEWED. SUBMITTED APPEALS WITH INSUFFICIENT DOCUMENTATION OR APPEALS FOR NON-EXTENUATING CIRCUMSTANCES WILL BE DENIED.**

## PART A: STUDENT INFORMATION

Last Name:  First Name:  Student ID:   
Contact Number:  COC Email:  @my.canyons.edu

## PART B: PERSONAL STATEMENT EXPLAINING THE REASON FOR YOUR APPEAL

In at least 200 words, clearly explain your reason(s) for filing this appeal. What were the extenuating circumstances that occurred in the previous semester? The statement should include how your extenuating circumstance personally affected your academic performance. Include your academic history in your statement. If needed, you may attach an additional page. Make sure to submit documentation with this appeal that supports that you have resolved this issue.

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## PART C: EXPLAIN WHAT YOU HAVE DONE TO RESOLVE THE ISSUE

In at least 200 words, clearly explain what you have done to address and resolve the extenuating circumstance? Include any on and off campus resources or services that you have utilized to improve your circumstance. If needed, you may attach an additional page. Make sure to submit documentation with this appeal that supports that you have resolved this issue.

## PART D: REQUIRED SUPPORTING DOCUMENTATION

What supporting documentation do you have that

- 1) provides evidence of the extenuating circumstance that occurred in the previous semester AND
- 2) proves the actions the circumstance has been addressed and resolved?

Check all that apply below. Use the blank space to list additional supporting documentation provided.

**DOCUMENTATION MUST REFLECT DATES FOR THE PREVIOUS SEMESTER. ATTACH DOCUMENTATION TO THIS APPEAL. APPEAL WILL BE DENIED IF NO DOCUMENTATION IS NOT SUBMITTED WITH YOUR APPEAL!**

Car Accident Report

Other Documentation (Please indicate below)

Police Report

Hospitalization Admittance Documents

Medical/Psychiatric Letter

Death Certificate

In addition to the documentation above, a letter from a COC Counselor may be included with your appeal.

**COMPLETED APPEALS AND DOCUMENTATION ARE TO BE SUBMITTED TO THE COC COUNSELING OFFICE BY THE DESIGNATED DEADLINE: [counseling@canyons.edu](mailto:counseling@canyons.edu)**