



COLUMBIA COLLEGE

Academic Dismissal Appeal Process

Students on academic dismissal have the option to appeal if they feel extenuating circumstances impacted their success for three (3) consecutive semesters. Submitting an Academic Dismissal Appeal does not guarantee approval. Appeals will be reviewed by the Academic Appeals Committee and you will be notified of the decision. ***This petition does not replace the Financial Aid Suspension appeal process, if needed.***

APPEAL PROCESS

1. Complete the Academic Dismissal Appeal Form (below)
2. Write a detailed narrative that thoroughly includes the five (5) topics listed below
3. Attach unofficial transcripts (can be printed from connectColumbia)
4. For committee consideration, attach supporting documentation to demonstrate extenuating circumstances
5. Email the form with all supporting documentation to Colleen Henry, Executive Secretary/ Student Services VP Office: henryc@yosemite.edu
6. **If your appeal is approved**, the student will be required to make an appointment and meet with a counselor for next steps as listed below:
 - a. Your counselor will work with you to determine and approve your course schedule, and sign off for registration, which must be done in person at the Admissions office.
 - b. Progress Reports (grade check) must be submitted to your assigned Counselor by the indicated deadline for future registration consideration.
 - c. A semester GPA of 2.0 or higher is required in all registered courses.
 - d. A registration hold will remain in effect until in good Academic Standing.
 - e. Non-compliance with all responsibilities indicated above may require you to sit out up to one full academic year, per [Columbia College Dismissal Policy](#).

If you are unsure who your assigned counselor is, contact the Counseling office at 209-588-5109 in Upper Manzanita, and we will connect you to the right person.

YCCD Probation, Dismissal, and Readmission Policy 4250

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative ("CUM") grade point average at the College of less than 1.75 in all units attempted in each of three (3) consecutive semesters. A student that is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled at the College for which entries of "W," "I," "NC," and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student on dismissal status may not be reinstated under the admissions provision for one academic year from the date of dismissal. A student may appeal for readmission if they feel their circumstances might warrant an exception. The Academic Dismissal Appeals committee will review all cases that meet at least one of the following criteria: (1) Evidence of consistent improvement in a student's record; (2) A change in one major to a field of study more appropriate (3) Circumstance in the personal life of the student which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance of the student; (4) The recommendation of the student's physician that continuance in college would be sufficient therapeutic benefit to warrant the granting of an additional opportunity.

Academic Dismissal Appeal Form

BE ADVISED: Submitting an Academic Dismissal Appeal does not guarantee enrollment. Appeals will be reviewed to evaluate your eligibility. You will be notified of the decision after the committee meeting.

This appeal does not replace the Financial Aid Suspension appeal process, if needed.

Please complete this form entirely. Attach unofficial transcripts to your request and any supporting documentation to demonstrate hardships (i.e. doctor's notes, etc.). **Incomplete submissions will not be reviewed.**

NAME: _____

COLUMBIA COLLEGE ID#: _____

STUDENT EMAIL ADDRESS: _____

CONTACT PHONE NUMBER: _____

PROGRAM OF STUDY/Major: _____

SEMESTER REQUESTED FOR REINSTATEMENT: Fall Spring Summer YEAR: _____

How many units do you plan to enroll in? _____

Will you be working while enrolled? YES NO If yes, how many hours per week? _____

In the past year, how often have you met with a Columbia College Counselor?

Never 1-2 times 3-5 times 6 or more

What is the name of your Counselor? _____

Are you receiving support from any of Columbia's Special Programs? If so, which ones?

Reflection Statement Requirements

Your reflection statement is your opportunity to share what experiences you had that impacted your ability to be successful and has a large impact on whether your appeal will be approved or denied. It is important that you address each semester that you were not academically successful and all issues that have contributed to your current academic standing. You should also include what you have done that will allow these challenges to be turned into opportunities for success.

Be as specific as possible when writing your narrative. Extenuating circumstances that can be supported by documentation will be considered, such as a doctor's visit, proof of accident, death in the family, etc. Please attach a minimum one (1) page typed, double-spaced paper with one (1) inch margins including your name and student ID # (w#) at the top of page addressing the following:

1. Explain what factors impacted your academic progress.
2. What did you learn from these experiences?
3. Address each semester in which the semester GPA was below a 2.0.
4. Plan of Action: Describe in detail how you have addressed these issues. What has changed to allow you to be successful? Include how you plan to be successful in the upcoming semester if your appeal is approved.
5. Discuss your academic goals and your career goals, and how your education will help you achieve these goals.

AS A STUDENT, YOUR RESPONSIBILITIES ARE (Initial by each statement indicating you understand):

___ If approved, you may enroll for **a maximum of 8 units** per semester of coursework approved by your assigned Columbia College counselor. Signed registration form must be submitted at the Admissions office with a photo ID to be enrolled into the course/s.

___ Achieve and maintain a minimum semester GPA of 2.0+ each semester approved for enrollment.

___ You **must meet with your assigned Counselor each semester enrolled** and provide documentation (Progress Reports/grade checks) regarding your academic progress.

___ You will **remain on academic dismissal** until your cumulative institution **GPA is a 2.0** or higher.

___ Non-compliance with all responsibilities indicated above will result in a registration hold and may require you to sit out up to one full academic year.

Student Signature: _____ **Date:** _____

Return form and supporting documentation from your YCCD student email to Colleen Henry, Executive Secretary/ Student Services VP Office: henryc@yosemite.edu. You will be notified of the Dismissal Committee's at your student email address.

Columbia College and YCCD does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of Vice President of Student Services at Columbia College, Dr. Melissa Raby.

<i>Office Use Only</i>			
Approved	Denied	Date _____	
Comments: _____			

Staff Initials _____	Date Processed _____	STAC	Student Notified