



Student Name: _____
Last Name First Name Student ID

Term you are appealing (estimate if unknown) Year you are appealing

Student Signature Date

Select a reason for your appeal below. You may select more than one reason. Appeal forms require a statement about what happened that caused you to be unsuccessful AND a statement about what you have changed to be successful in the future, AND supporting documentation (if applicable) that supports your appeal. Please be as detailed and specific as possible so we can best understand your situation.

Examples of qualifying extenuating circumstances:

- Circumstances beyond your control
- Directly impacted your ability to successfully complete the term
- Documentable (signed statement demonstrating above, with letter/receipts from doctor, employer, attorney, landlord, obituary, etc.)

Appeals submitted without appropriate documentation will be returned as incomplete. Your Appeal could possibly be denied if your reason is the same for 2 or more terms in a row. If your appeal is denied, we will let you know how to get back into good standing.

Refer to CGCC's Satisfactory Academic Progress Policy for more information, www.cgcc.edu/sap

Complete this form and submit it to the Financial Aid Office. Students enrolled in the current/upcoming term must submit an appeal by the first day of the current term to avoid being dropped from all classes.

Requirements for Good Standing = Cumulative GPA (cGPA) 2.0 AND Cumulative Pace (cPace) 66.67%

Cumulative GPA (cGPA) below 2.0:

Requirement: Complete A & B below

- If you experienced extenuating circumstances which had a direct impact on your ability to successfully complete the term, please provide a written statement clearly describing the content and timing of those circumstances (see SAP Policy for examples). Relevant documentation required.
- Provide a written statement explaining how these extenuating circumstances have been resolved and what provisions you have taken to ensure they will not hinder future academic success. Additionally, please describe your plan for bringing your cumulative GPA up to at least a 2.0, remembering that Pass/No-Pass courses have no effect on GPA.

Completed Credits <66.67%: During the most recent term at CGCC, the minimum attempted credits were not met OR your cPace fell below 66.67%.

Requirement: Complete A & B below

- If you experienced extenuating circumstances which had a direct impact on your ability to successfully complete the term, please provide a written statement clearly describing the content and timing of those circumstances (see SAP Policy for examples). Relevant documentation required.
- Provide a written statement explaining how these extenuating circumstances have been resolved and what provisions you have taken to ensure they will not hinder future academic success.

Grade Change:

Requirement: Submit documentation of the grade change

After an appeal is approved, you will be moved from Suspension to Probation. After completing one term successfully, you will be reinstated to Good Standing. If you fail to successfully meet all required conditions to be successful, you will be Suspended and ineligible to receive aid until you have completed an Academic Plan. An Academic Plan is a contract between the school and you. You must follow all stipulations in the Academic Plan, and may be required to fulfill specific terms and conditions such as meeting with an Academic Advisor to revise your educational plan, taking a reduced course load, enrolling in specific courses or other requirements. You must complete all requirements of the Academic Plan each term until you meet both eligibility requirements (66.67% cumulative pace AND 2.0 cumulative GPA) to be reinstated to Good Standing.

Return all to: Columbia Gorge Community College, 400 East Scenic Drive, The Dalles OR 97058 or Fax to (877) 368-6370 or Email to financialaid@cgcc.edu

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