Appeal for Exception from Academic Suspension

Academic Standards for Satisfactory Academic Progress

INSTRUCTIONS: Fill out this form if you have experienced an extenuating circumstance beyond your control that contributed to your Academic Suspension status with OCCC. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond your reasonable control. You must include documentation for the extenuating circumstance. Notification of the outcome of your Appeal for Exception from Academic Suspension will be sent to your OCCC email address.

APPEALS WHICH DO NOT MEET ALL REQUIREMENTS WILL BE RETURNED WITHOUT REVIEW OR DENIED COMPLETE ALL THREE SECTIONS.

DATE: _____ **OCCC ID#**_____

NAME:_____ **TELEPHONE:**_____

LAST **FIRST**

OCCC E-MAIL: _____@oregoncoastcc.org

(You will be notified of the outcome of your appeal via OCCC E-mail)

Section I – Reason for Appeal

Indicate the nature of your exception

[ ] Personal illness or accident/injury….
[ ] Illness or injury of an immediate family member….
[ ] Death of an immediate family member…
[ ] Required military or job transfer out of area….
[ ] Other hardship_____….

[ ] **Provide the following supporting documentation**

[ ] Physician verification proving you were unable to complete the term
[ ] Physician verification stating you were the primary care giver
[ ] Proof of death, such as a copy of a death certificate
[ ] Military transfer orders or employer verification
[ ] Letter of explanation and verification

Section II – Explanation: **Use the space below to describe what prevented you from meeting OCCC's Academic Standards of Satisfactory Academic Progress. Please attach a separate sheet if you need more room to explain.**

_____
_____
_____
_____
_____
_____
_____

Section III – Submitting Appeal for Exception from Academic Suspension

Make sure your Appeal for Exception from Suspension includes the following:

[ ] Appeal for Exception Form
[ ] Documentation for extenuating circumstance
[ ] Unofficial Transcripts
[ ] Academic Planner

Submit your Appeal for Exception from Academic Suspension to Student Services:

Newport – Central Campus
541-867-8501