

Instructions for completing Appeal for Reinstatement to Probationary Status form

For students dismissed end of Spring 2019.

1. Complete and print the attached form.
2. Attach documentation
3. This form, plus documentation must be received no later than **4:00pm on Mon., August 19, 2019:**

Attention: Registrar
College of the Redwoods
7351 Tompkins Hill Rd
Eureka, CA 95501

If not approved at the first or second level then appeals will be considered by the Academic Appeals Committee on Thursday, August 16, 2018.

Important Additional Information

- The deadline will be strictly enforced. Appeals received after the deadline will not be considered.
- Provide a detailed explanation of the extenuating circumstances that resulted in your dismissal from the college. Include documentation such as: copies of hospital bills, court orders, death certificates that support your explanation. Appeals without supporting documentation will not be reviewed.
- Notification of approval or denial will be sent to your “@mycr.redwoods.edu” email address the final decision has been made.
- You may not register for classes unless your appeal has been approved.



Appeal for Reinstatement to Probationary Status

Student Information

Name: _____

SSN or Student ID: _____ Address: _____

Your "@mycr.redwoods.edu" email: _____

- Provide a detailed explanation of the extenuating circumstances beyond your control that resulted in your dismissal from the college. **You MUST include documentation** such as: copies of hospital bills, court orders, death certificates, etc., that support your explanation.

- How has your situation changed which would eliminate those factors that caused difficulties for you?

Student Signature

Date

1st Level Decision – Registrar

Approved

Denied

Comments:

Signature

Date

2nd Level Decision – VP

Approved

Denied

Comments:

Signature

Date

3rd Level Decision – Academic Appeals Committee

Approved

Denied

Comments:

Signature

Date

If appeal is approved:

Limitations

- May enroll in one class only
- May enroll in two classes only
- May enroll in three classes only

Recommendations

- Repeat the classes in which you received a “D” or “F” grade.
- Repeat _____
- Take _____
- It is recommended that you see an advisor/counselor for academic assessment. Please make an appointment with your counselor/advisor and bring all pages of this form with you.

Comments: