

# Instructions for completing Appeal for Reinstatement to Probationary Status form

## For students dismissed end of Fall 2024.

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., January 13th, 2025.**

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 Wednesday, January 15th, 2025.

### **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, or 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 when 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*

**1<sup>st</sup> Level Decision – Registrar**

Approved

Denied

Comments:

Signature

Date

**2<sup>nd</sup> Level Decision – VP**

Approved

Denied

Comments:

Signature

Date

**3<sup>rd</sup> 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:**