

## Academic Standards of Progress Appeal Process and Form

All steps below must be completed or your appeal will not be reviewed.

Name: \_\_\_\_\_  
ID#: \_\_\_\_\_

Date: \_\_\_\_\_  
Term appeal is for: \_\_\_\_\_

Have you applied for an appeal before? \_\_\_\_ Yes\* \_\_\_\_ No

**\*If yes, this appeal request will be reviewed if new mitigating circumstances have occurred since the previous appeal.**

**Suspension:** *This appeal level process would result in a one-semester reinstatement into JJC with course selection limited to the number of hours successfully completed or passed with a "D" grade or better, or the number of courses recommended by the counselor. Course selection will be determined in the counseling session. The "ASP" notation with appropriate restrictions would remain in place.*

**Dismissal:** *This appeal level process would result in a one-semester reinstatement into JJC with course selection assistance from a counselor. Full-time schedule status is not guaranteed. The "ADS" notation with appropriate restrictions would remain in place.*

**Step 1:** Complete the Academic Standards of Progress Appeal Form. Attach appropriate documentation, which coincides with your appeal, to be reviewed by the Academic Standards of Progress Appeal Committee. If supporting documentation is not submitted, your appeal **will not** be reviewed. (Examples of documentation would be legal documents, medical records, and letters from professional services.) All documentation must include the dates that correspond to the semester which lead to suspension or dismissal.

**Step 2:** Complete the required essay for your appeal and attach it and required documentation to this form. A key component of your appeal for restrictions removal under the Academic Standards of Progress is an essay which addresses each of the following criteria: 1) Describe the unusual circumstances which you believe negatively affected your academic performance this past semester; 2) Describe how your situation has changed or will change so that academic success is more likely in the next semester; and 3) Describe the steps you will take to improve your academic performance after being placed on Academic Suspension or Dismissal.

**Step 3:** Return the completed form, supporting documentation, and your essay to the Dean of Student Success Office in the Campus Center Bldg. A-1147 at the Main Campus. Upon receipt of these materials, the Dean of Student Success (or designated administrator/staff) will convene the Academic Standards of Progress Appeal Committee (made up of five elected faculty members). The appeal committee will review all individual appeal documentation submitted by a student at a designated time. The committee's decisions will be rendered within a reasonable timeframe. It is the goal of the committee to render decisions prior to the start of each semester. Students do not attend the Academic Standards of Progress Appeal Committee meeting. However, in extenuating circumstances, the committee may ask the student to attend a meeting in support of making a final decision.

Students will be notified of their status by the Dean of Student Success. If the committee decision requires further action on the part of students, specific steps will be outlined in the letter from the dean.

***The decision of the Academic Standards of Progress Appeal Committee is final.***

### **Acknowledgement Statement: Educational Plan**

***If your appeal is approved for a one-semester reinstatement, you must schedule an appointment with a JJC counselor.*** You must complete an educational plan during the semester of reinstatement. An educational plan is an outline of coursework to complete your degree requirements at Joliet Junior College. You must have a major or career selected in order to complete the plan. Students with undecided majors can call Career Services at 815-280-2756 for a career exploration appointment before the educational planning appointment. To schedule an Educational Planning session call the Counseling Office at 815-280-2673.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date