

Academic Standards of Progress Appeal Process and Form

(**NOT** for Financial Aid Appeal Use)

Name: _____ Date: _____

ID#: _____ Term appeal is for: _____

Phone #: _____

Have you applied for an appeal before? Yes No

Suspension: Appeal approval would result in a one-semester reinstatement into JJC with course selection possibly limited by an advisor. Course selection will be determined in the advising session. Full-time schedule status is not guaranteed. The "ASP" notation with appropriate restrictions would remain in place.

Dismissal: Appeal approval would result in a one-semester reinstatement into JJC with course selection possibly limited by an advisor. Course selection will be determined in the advising session. 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.

Step 2: Complete an essay for your appeal and attach it with any supporting documentation to this form. Your essay should:

- 1.) Describe the extenuating circumstances that negatively affected your academic performance.
- 2.) Describe how your situation has changed or will change so that academic success is more likely in the next semesters.
- 3.) Explain the steps you will take to improve your academic performance.

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

Process: After the submission deadline has passed, the Dean of Student Success (or designated administrator/staff) will meet with the Academic Standards of Progress Appeal Committee (made up of five elected faculty members). The committee's decisions will be communicated to students prior to the start of the semester. Students do not attend the Academic Standards of Progress Appeal Committee meeting, but will be notified of their status by the Office of the Dean of Student Success. If the committee decision requires further action on the part of students, specific steps will be outlined in a letter from the dean.

Decisions made by the Academic Standards of Progress Appeal Committee are final and non-negotiable

If your appeal is approved for a one-semester reinstatement, you must schedule an appointment with a JJC advisor. 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. Undecided students 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 Student Advising Center at 815-280-2673.

Student Signature

Date