

APPEAL FOR EXCEPTION

From Academic Suspension



INSTRUCTIONS:

1. Fill out this form if you have experienced a qualifying extenuating circumstance (see Section I below) beyond your control which impacted your Academic Suspension status at Chemeketa.
2. Gather documentation of extenuating circumstance.
3. Call 503.399.5129 to be connected with a counselor who will meet with you to develop a Student Success Plan.
4. Submit your completed Appeal for Exception, Student Success Plan, and documentation. **Shared Google documents will not be considered.**
5. The Academic Standing Review Committee will send an email to your My Chemeketa email address with a decision no later than 4 business days after the appeal deadline.

Student Name:

K#:

Chemeketa Email:

@my.chemeketa.edu

Date:

SECTION I: REASON FOR APPEAL – You ***must*** provide documentation of extenuating circumstance(s) to have your appeal considered by the committee.

Indicate the Nature of Exception	Example of Appropriate Documentation
Personal illness, accident or injury	Physician note
Illness, accident or injury of immediate family member	Physician verification that you are the party's primary care giver
Death of an immediate family member	Proof of death such as death certificate
Required military service	Copy of transfer orders
Job transfer out of the area	Letter from employer
Other hardship _____	Letter of explanation and verification

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

SECTION III: SUBMITTING YOUR APPEAL – Submit a completed appeal packet containing:

- Completed Appeal for Exception form (this form)
- Documentation of extenuating circumstance
- Completed Student Success Plan (to be completed during step 3)

to the Academic Standing Review Committee via email at academicstanding@chemeketa.edu
BY 5:00 P.M. ON THE FRIDAY BEFORE THE FIRST WEEK OF THE TERM. Any email submissions which do not include attachments of the above documents will not be considered. Shared Google documents will not be considered.