

**KVCC**  
**Academic Dismissal Appeal Form**

Student \_\_\_\_\_ Valley ID # V00 \_\_\_\_\_

Current Program of Study \_\_\_\_\_

Semester in which Academic Dismissal status is effective \_\_\_\_\_

If you have yet to do so, please review Kalamazoo Valley’s Academic Probation Policy prior to completing the information below. Access the policy here: <https://www.kvcc.edu/academicprobationpolicy/>

Students move out of good standing the semester in which their cumulative grade-point-average falls below a 2.0 (“C” average). Kalamazoo Valley Community College recognizes that students may experience circumstances that negatively impact their academic performance. An appeal process is in place for students who have observed unexpected “extenuating circumstances” that prevented them from being successful throughout a given semester. The following are examples that may warrant consideration of an appeal; significant medical illness or injury, death of a close relative, a significant life event or personal tragedy.

It is highly recommended that you obtain the necessary documentation to verify the reason(s) for your appeal. Additionally, the appeal process includes an opportunity for you to explain the reason(s) for your appeal and what has contributed to your current academic standing. Before submitting your appeal, please consider the following:

1. Since being placed on academic probation have you met with an academic counselor to develop a Student Success Plan?
2. Do you have a copy of your Student Success Plan that can be included with this appeal form?
3. Do you have documentation from a 3<sup>rd</sup> party source (e.g. (e.g. Documents from a physician, mental health professional, law enforcement official, etc.) to help support your appeal?

**Submit this appeal alongside all supportive documentation to the front desk of Student Success Services at the Texas Township Campus, C/O Angela Marsh-Peek, Director of Advising and Counseling .**

Incomplete appeals will not be considered. Please ensure you complete the narrative below and sign the bottom of this form. Pending approval of your appeal, all outstanding requirements of the Academic Probation Policy are withstanding. All appeal results will be mailed to the current address on file with Kalamazoo Valley Community College. Please ensure your contact information is up to date.

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**Office Use Only:**

Credits Attempted: \_\_\_\_\_ Credits Passed: \_\_\_\_\_ Overall GPA: \_\_\_\_\_ Prior Standing Code: \_\_\_\_\_

Last Date Couns. Meeting: \_\_\_\_\_ Last Date Learn. Cntr. Meeting: \_\_\_\_\_

Degree Works Audit: \_\_\_\_\_ Last Update SS Plan: \_\_\_\_\_

Approved — Yes  No  Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Student \_\_\_\_\_ Valley ID # V00 \_\_\_\_\_

Please complete the narratives below. **Use additional sheets as needed. Include your name and Valley ID # on all additional pages.**

A. Please provide a statement that explains why you have been placed on academic warning/probation/dismissal.

B. Write a statement that describes how your situation has changed so you will be able to be more successful in the upcoming semester(s). What actions will you take or resources will you seek to improve your academic performance?

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_