

## JOHNSON COUNTY COMMUNITY COLLEGE Academic Suspension Appeal Options

---

JCCC ID#	Last Name	First Name	MI	Date of Birth
----------	-----------	------------	----	---------------

---

Street Address	City	State	Zip
----------------	------	-------	-----

Semester you are requesting to enroll for:  Fall    Spring    Summer   Year: \_\_\_\_\_

Are you a financial aid recipient?  Yes    No

**JCCC provides two options for students to appeal to continue their studies without sitting out their suspension. Students will be notified of the appeal decision by email to their MyJCCC student email account.**

**Option 1.** Students may appeal for the Success Opportunity Semester (SOS). The SOS option is only offered in the fall and spring semesters and may be granted only once. By appealing for this option, you are committing to investing your best effort into academic improvement and agree to the following requirements:

- ✓ I am required to enroll in and complete a 3 credit hour College Success Strategies (COLL 200) course.
- ✓ I am required to meet with my assigned counselor throughout the semester.
- ✓ I understand I may take no more than 12 credit hours during my SOS semester.

**Option 2.** Students with severe extenuating circumstances that contributed to their recent academic performance may be eligible for a Suspension Appeal. An appeal of this nature is generally granted only once and would allow you to continue enrollment at JCCC in the upcoming semester. Students who wish to appeal must provide the following:

- ✓ I have attached my answers to the questions below on a separate sheet of paper.
  1. What extenuating circumstances affected your academic performance and why were you unable to meet minimum standards? Please be specific.
  2. How will you improve your academic performance if you are permitted to re-enroll?
  3. Describe any additional information that you feel is relevant to this appeal.
- ✓ I have attached documentation of my extenuating circumstances (required) and understand that appeals submitted without documentation are generally denied.

---

Student's Signature	Date	Daytime Phone Number
---------------------	------	----------------------

---

### For Office Use Only

Approved for \_\_\_\_\_ semester. Credit hour limit:  12    9    6    Other \_\_\_\_\_

Additional Recommendations: \_\_\_\_\_

- SPACMNT updated RSA or RSD or SOS
- SOAHOLD updated RS or SO hold – Assign Counselor \_\_\_\_\_ Ext. \_\_\_\_\_
- SFAREGS \_\_\_ standing updated \_\_\_ AD courses
- Date student was emailed: \_\_\_\_\_

- Denied for \_\_\_\_\_ semester. Eligible to return \_\_\_\_\_ semester.
  - Documentation insufficient for approval
  - Student previously approved for suspension or SOS appeal for \_\_\_\_\_ semester.

## Suspension Appeal Instructions

### Option 1 – Success Opportunity Semester (SOS)

- Complete the form on the reverse side of this page, check the box for the Success Opportunity Semester (SOS) and submit by the deadline indicated in the Academic Suspension letter that was mailed to you.

### Option 2 – Suspension Appeal

- Complete the form on the reverse side of this page and answer the questions listed under option 2 on a separate sheet of paper. Submit by the deadline indicated in the Academic Suspension letter that was mailed to you.
- Include official documentation of the extenuating circumstances that impacted your academic performance (ex. doctor's note, police report, military orders, letter from employer, etc.) Appeals submitted without sufficient documentation will be denied.

Submit either appeal in person, by mail, or by fax as follows:

- In person: Student Success Center, second floor of the Student Center
- Mail: JCCC, Records Office - Box 41, 12345 College Blvd., Overland Park, KS 66210
- Fax: 913-469-2300

If you have already enrolled in courses for an upcoming semester, your courses will be held until your suspension appeal is decided. You will still need to pay any tuition and fees that you may owe by the fee payment deadline.

As soon as a decision is reached, you will be notified of the outcome of your appeal by email to your MyJCCC student email account.

If your appeal is denied, your courses for upcoming semesters will be dropped.

## Resources That May Assist You

Counseling Services assists students with academic, personal, and career concerns. Walk-in appointments are welcome or call 913-469-3809 for more information.

Access Services provides support services for students with disabilities. Access Services advocates for students by determining the need for special accommodations and coordinating appropriate classroom accommodations. For assistance, call 913-469-3521.

The Career Development Center assists students with deciding on a college major and selecting a career. Job search resources are also available. Walk-in's are welcome or call 913-469-3870 to schedule an appointment.

All three of these services are available in the Student Success Center on the second floor of the Student Center. To view available hours of operation or to obtain a list of other resources available to assist you, visit our website at [www.jccc.edu](http://www.jccc.edu).