**JOHNSON COUNTY COMMUNITY COLLEGE**  
**SUSPENSION APPEAL**

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<tr>
<th>JCCC ID#</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Date of Birth</th>
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Semester you are requesting to enroll for:  

- [ ] Fall  
- [ ] Spring  
- [ ] Summer  

Year: _______

Are you a financial aid recipient?  

- [ ] Yes  
- [ ] No

✓ 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.

✓ I understand I will be notified of the appeal decision by email to MyJCCC student email account.

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<tr>
<th>Student’s Signature</th>
<th>Date</th>
<th>Daytime Phone Number</th>
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**For Office Use Only**

- [ ] Denied for ____________ semester. Eligible to return ____________ semester.
  
  - [ ] Documentation or circumstance insufficient for approval  
  - [ ] Student previously approved for suspension appeal for ____________ semester

- [ ] Approved for ____________ semester. Credit hour limit:  
  
  - [ ] 12  
  - [ ] 6  
  - [ ] Other ___

  Counselor Assignment: ____________________________  
  Ext. ____________

  Additional Recommendations: ____________________________

Appeal Committee Notes:

- [ ] SPACMNT updated RSA or RSD  
- [ ] SOAHOLD updated RS hold  
- [ ] SGASTDN override updated  
- [ ] SFAREGS ___ standing updated  
- [ ] ___ AD courses  
- [ ] Date student was emailed: ____________________________

5105-68 R 2/16
Suspension Appeal Instructions

1. Answer the questions from the reverse side of this appeal form on a separate sheet of paper.

2. 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.

3. Appeals must be submitted no later than the deadline indicated in the Academic Suspension letter that was mailed to you.

4. If you have been notified by the Financial Aid Office that a Satisfactory Academic Progress (SAP) Appeal is required for you to continue receiving aid, your Suspension Appeal will also serve as your SAP appeal. You do not have to fill out a separate SAP appeal for your financial aid.

5. 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.

6. As soon as a decision is reached, the Suspension Appeal Committee will notify you of the outcome of your appeal by email to your MyJCCC student email account.

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

8. Submit 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

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.