Academic/Financial Aid Suspension Appeal
Process Instructions

1. If you have received an email regarding your recent suspension click on the link provided to schedule a suspension appeal session. If you did not, please call 651.779.3285 to schedule your appeal.

2. Bring this packet and supporting documentation to your appointment. See page two of these instructions for examples of supporting documentation for extenuating circumstances. **Important:** Appeals submitted without required attachments will not be reviewed.

3. At your appointment an advisor or counselor will meet with you to discuss your academic record, provide guidance for course selection, identify strategies for success, and review the terms of your appeal.

4. The advisor/counselor will submit your appeal to the Suspension Appeal Committee for a decision on your attendance for and if applicable your financial aid suspension.

5. It takes 7-10 business days for the entire appeal to be processed. Once a decision has been made on your appeal, you will receive a phone call within 2 business days. Appeal submitted on ________________ Counselor/Advisor __________

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**Academic Suspension:** Your appeal to determine if you can attend classes.

1. **If your academic appeal is denied:** you will receive a phone call from the dean of student’s office.
   - You need to drop any courses you are registered for.
   - If this is your first suspension you will be suspended from attending Century for one semester. You can return to Century by attending a readmission workshop after you have served your suspension. Please watch your Century email for an invitation and for instructions on readmission.
   - If you have been suspended before, you will need to sit out two semesters before you can attend a readmission workshop.

2. **If your academic appeal is approved:** your appeal will next be sent to the financial aid office.
   - If your academic suspension is approved, you will be placed on probation. You will remain enrolled in your classes or if not enrolled will be able to register approximately 48 hours after your phone call. Sometimes conditions or limitations are placed on the number of credits you can take. Adjust your course schedule to follow the guidelines given. You must complete 67% of your semester classes and earn a 2.00 term GPA or you will be academically suspended again.

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**Financial Aid Suspension:** Your appeal to determine if you can receive financial aid: grants, loans, work study. You will receive a phone call from the financial aid office with results.

1. **If your appeal is approved:**
   - You will be placed on financial aid probation and need to complete 100% of your semester classes with a 2.5 term GPA or your FA will be suspended again.
   - Be sure to complete your FAFSA.

2. **If your appeal is denied:** You are responsible for paying for your classes out of pocket.
   - You can arrange a payment plan with the business office as needed.

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If you cannot afford to pay for your classes, you are **responsible** to drop your classes within the drop date.
Reminders about the processing of your appeal:

1. If you submitted a suspension appeal in anticipation of your suspension, your appeal form will be held until you are formally suspended.
2. If you submitted your suspension appeal but planned to obtain documentation to support your appeal, your appeal form will be held until you submit your documentation. You are responsible to submit your documentation to the dean of student’s office in room W1480 or you can also fax your documentation to (651)779-3373.

The following are examples of extenuating circumstances, things beyond your control, that can be used for your appeal. Obtain the documentation listed prior to your appeal appointment.

- [ ] Family/relationship issues (Documentation needed: legal documentation)
- [ ] Health issues: medical and/or mental (Documentation needed: verification on letterhead from medical doctor/therapist stating the dates you were receiving treatment and that you were unable to attend/succeed in college—prescription pad not acceptable)
- [ ] Disability related issues (Documentation needed: verification of disability turned into the Access Center)
- [ ] Call to active duty (Documentation needed: official military orders)
- [ ] Death of immediate family member (Documentation needed: death certificate or obituary notice showing your name)
- [ ] Natural disaster: flood, fire, tornado, etc. (Documentation needed: insurance verification)
- [ ] Loss of Job/Income (Documentation needed: unemployment verification, W-2, termination letter from employer)
- [ ] Loss of Housing (Documentation needed: eviction notice, letter from shelter or social worker)
- [ ] Other: ____________________________________________

(Please describe your extenuating or unusual circumstances that prevented you from succeeding academically and include documentation. Note: Lack of funds, employment scheduling issues, change in marital status, child care issues, transportation issues, lack of knowledge of college policy, failure to correctly process web registration activity, dissatisfaction with instructor and/or course, or failure to follow prerequisites or placement results are not grounds for appeals.)

What I can control - actions I will include in my Academic Success Plan:

- [ ] Attend all classes
- [ ] Study 2 hours/week for each hour of class
- [ ] Meet with instructors as soon as problem arises
- [ ] Use Peer Tutoring (W2461 and E2523)
- [ ] Repeat courses to raise GPA
- [ ] Attend GPS LifePlan Workshop
- [ ] Seek or continue medical treatment/therapy
- [ ] Reduce my credit load
- [ ] Complete Smarter Measure before taking online class
- [ ] Meet with a counselor for career counseling (W2410)
- [ ] Meet with a counselor for personal counseling (W2410)
- [ ] Meet with an advisor or counselor for academic advising (W2410)
- [ ] Take a college success course (STSC 1021)
- [ ] Use the Writing Center (W3280)
- [ ] Use the Access Center (if eligible W2440)
- [ ] Use the Reading and Study Skills Center (W3250)
- [ ] Join Student Support Services (if eligible W2460)
- [ ] Other: ____________________________________________

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<th>Course Name and Number</th>
<th>Credits</th>
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<td>Total Credits:</td>
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Academic and/or Financial Aid Suspension Appeal Form

Name ___________________________________________ Student I.D. ____________________________

Address __________________________________________

City ___________________________ State ____________ Zip ____________

Phone ___________________________ Email ___________________________

Term & Year Requesting Reinstatement  □ Fall  □ Spring  □ Summer  □ Year

☐ Check to appeal Financial Aid Suspension Due to 150% Maximum Time Frame

Make an appointment with an advisor or counselor to develop a 150% maximum credit limit academic plan for financial aid.

For appointment, call the Advising & Counseling Center at 651.779.3285.

To Appeal Academic and/or Financial Aid Suspension Due to GPA and/or Percent Completion Rate

(Complete Steps 1-3)

1. Check type(s) of appeal:  AND  Check one:
   ☐ Academic Suspension  ☐ This is my first suspension
   ☐ Financial Aid Suspension  ☐ I have been suspended before
   ☐ Suspension from previous college

2. Attach required supporting documentation of extenuating circumstances (see cover page of instructions for examples).

Important - Appeals submitted without supporting documentation may be denied due to lack of documentation.

Note: Lack of funds, employment issues, change in marital status, child care issues, transportation issues, lack of knowledge of college policy, failure to correctly process web registration activity, dissatisfaction with instructor and/or course, or failure to follow prerequisites or placement results are not grounds for appeals.

3. Submit completed appeal and attachments to the office listed at the top this page. (Appeals submitted after the deadline may not be considered.)

Your appeal will be reviewed by a committee. It may take 7 to 10 business days to process.

~~~~~~~~~~ Appeal Decision and Conditions – Office Use Only ~~~~~~~~~

Appeal is approved for:  ☐ Academic Suspension  ☐ Financial Aid Suspension  ☐ Maximum Time-Frame

✓ You may register for _______ term and you may register for no more than _______ credits.
✓ You will continue on probation, and are required to earn at least a 2.5 term GPA and 100% term completion rate for financial aid standards.
✓ You will be placed on probation, and are required to earn at least a 2.0 term GPA and 67% term completion rate for academic standards.
✓ Other ___________________________

**Appeal is denied for:  ☐ Academic Suspension  ☐ Financial Aid Suspension  ☐ Maximum Time-Frame

Denial Reason(s):
☐ Lack of extenuating circumstances  ☐ Academic Success Plan of Action and Academic Success Checklist Incomplete/Missing
☐ Lack of documentation  ☐ Failure to follow conditions of previous appeal
☐ Missed appeal deadline  ☐ Other: ___________________________

Note: If your Academic Suspension Appeal is approved, and your Financial Aid Suspension Appeal is denied, you are responsible for full payment of tuition and fees. If you choose not to attend Century College, you are responsible for dropping/withdrawing from your classes.

Academic Suspension Appeal Committee ___________________________ Date ____________
Director of Financial Aid ___________________________ Date ____________

**If you disagree with the academic decision, you may appeal to the Dean of Students
# Academic Success Plan of Action

## Century Program/degree: 

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### My status is due to:  
- [ ] GPA below 2.0  
- [ ] Less than 67% completion  
- [ ] Both  

Here are my extenuating reasons for not achieving successful academic progress:

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- [ ] Recently completed a successful semester at Century or another college: 
  
  (2.5 term GPA and completed 100% of registered classes) Documentation needed: Academic Record or Official Transcript (not required if credits are from Century College)

In order for me to succeed academically next semester, this is what I will do differently:

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A maximum credit load of _____ credits will be attempted for _______ semester and will only include these courses:

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Credits</th>
<th>Term/Year</th>
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Total Credits:

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**Weekly Class/Study/Work Commitment**

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Total Class/Study Hours</th>
<th>Work Hours Per Week</th>
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\[ \text{Number of Credits} \times 3 = \text{Total Class/Study Hours} + \text{Work Hours Per Week} \]

\[ \text{Total} \]

I have reviewed the standards of Satisfactory Academic Progress Policies. If my appeal is granted, I understand that I must:

1. Complete at least 67% of the credits I enroll in each semester AND  
2. Earn at least a 2.0 GPA for each semester.

**Continued Probation for Financial Aid has a higher standard of:**

1. Complete 100% of the credits I enroll in each semester AND  
2. Earn a 2.5 GPA for each semester.

I also understand if I fail to meet these standards, I will be suspended in the future.

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By signing below, I certify that I completed this appeal and that the information contained in this appeal is true to the best of my knowledge.

*I authorize a phone call, voicemail and/or email from Century regarding this appeal.*

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**Student’s Signature**  
**Date**

**Initials**  
**Date**

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12/12/2016