



# COUNSELING DEPARTMENT

## Dismissal Appeal Form

**Deadline: Wednesday, July 3, 2019, 7:00pm (for Fall 2019)**

*(Please type or print legibly)*

Name: \_\_\_\_\_  
Last name First Name Middle

Student ID Number: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Mt. SAC Email: \_\_\_\_\_@student.mtsac.edu

If you receive services through ACCESS (formerly Disabled Student Programs and Services-DSPS), would you like your appeal to be reviewed by ACCESS counselors? (optional)

Yes       No       I do not receive services through ACCESS

**Educational Goal** (Check all that apply):

Major: \_\_\_\_\_  Certificate     Associate     Transfer

**Required Materials to Appeal:** (Please initial by each item)

- ✓  **Dismissal Appeal Form**
- ✓  **Student Statement** (Must be typed): Explain your extenuating circumstances (e.g., illness, family emergency) and how it contributed to your dismissal. Include details and timelines regarding these circumstances for **each term that you were on probation and continued probation leading to your dismissal**. Explain the positive changes you have already made and/or plan to make to ensure your academic success (e.g., see a counselor, seek tutoring, reduce work hours, etc.).
- ✓  **Mt. SAC Unofficial Transcript:** Located in the Student Tab of your portal (Student Self-Service #18).
- ✓  **Supporting Documentation:** Please include documents that provide evidence to support your statement. This information will be used to determine the appeal decision. All supporting documentation must have your name, ID number, and signature. Please do not attach original documentation to this appeal because it will not be returned to you. All information submitted is confidential.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Counselor Use only**

**APPROVED:** \_\_\_\_\_ Recommended Units: \_\_\_\_\_ Referrals/Recommendations: \_\_\_\_\_

**DENIED:** \_\_\_\_\_ Reason(s) for Denial/Comments: \_\_\_\_\_

**Counselor Initials:** \_\_\_\_\_

Attended Reinstatement Workshop     Cleared in Banner     Comment in SPACMNT     Comment in SARS



# COUNSELING DEPARTMENT

## Dismissal Appeal Form

**Deadline: Wednesday, July 3, 2019, 7:00pm (for Fall 2019)**

*(Please type or print legibly)*

- Your appeal will not be reviewed if any of the required materials are missing.
- You will be notified of the appeal decision via email after 3pm on Tuesday, July 9, 2019.
- If your appeal is approved, you **MUST** attend a Reinstatement Workshop. You cannot register for classes until you attend the workshop. Please call or visit the Counselor Center to schedule the Reinstatement Workshop.

Mt. SAC Counseling Center  
Student Services Center, 2<sup>nd</sup> Floor, Bldg. 9B  
(909) 274-5680