

# COC Counseling Department - Appeal Form for Reinstatement after Dismissal (2007 Revised)

Student's name (Please print) \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_

Contact phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

The Counseling Department will consider appeals from students who are dismissed if they can demonstrate that they have already applied problem-solving skills and remedied their situation. If the appeal is approved, the student may continue for one more semester, on contract, without a break in attendance. If the appeal is denied, you have the following two options: Take a semester off from COC or attend an Intensive 1-day Workshop. Sign up for the Intensive at [www.canyons.edu/offices/matric/intensives/WorkshopList.asp](http://www.canyons.edu/offices/matric/intensives/WorkshopList.asp) Please describe the problem-solving steps that you have taken to solve your academic difficulties by filling in the blanks to all items that apply. The questions apply only to your academic work at COC. You must review a current unofficial copy of your COC transcript to complete this form. You may obtain a free copy of the unofficial transcript from the Admissions and Records office or from the Counseling office by presenting a picture I.D. **Please note that the appeal will only be considered, if you attach documentation as evidence that the problems have been corrected.**

1. **Identify the problem.** Attach and review an unofficial copy of your COC transcript to answer question #1 completely.

How many total units did you attempt? \_\_\_\_\_

How many total units did you earn? \_\_\_\_\_

What is your total cum GPA? \_\_\_\_\_

Which semesters did you earn below a 2.0 GPA?

Fall or Spring	GPA	Fall or Spring	GPA	Fall or Spring	GPA

In which courses did you earn a D, F, or W grade?

Course	Grade	Course	Grade	Course	Grade
1.		6.		11.	
2.		7.		12.	
3.		8.		13.	
4.		9.		14.	

2. **Examine factors that contributed to the academic problems** that led to your dismissal. Check one or more of the factors below and explain each:

a) \_\_\_\_\_ Financial problems: \_\_\_\_\_

Unemployed: \_\_\_\_\_

More than one job: \_\_\_\_\_

Supporting a family: \_\_\_\_\_

On my own, supporting myself: \_\_\_\_\_

Have to work too many hours per week: \_\_\_\_\_

b) \_\_\_\_\_ Lack of skills:

\_\_\_\_\_ Time management      \_\_\_\_\_ Decision-making      \_\_\_\_\_ Library/Research

\_\_\_\_\_ Stress management      \_\_\_\_\_ Problem-solving      \_\_\_\_\_ Math skills

\_\_\_\_\_ English language      \_\_\_\_\_ Reading/Writing      \_\_\_\_\_ Study skills

c) \_\_\_\_\_ Lack of direction

\_\_\_\_\_ Did not have a definite major selected

\_\_\_\_\_ Did not have a definite career goal

\_\_\_\_\_ Did not have a definite educational /degree goal

\_\_\_\_\_ Did not select a transfer university

d) \_\_\_\_\_ Personal circumstances

\_\_\_\_\_ Personal/family relationships \_\_\_\_\_ Accident

\_\_\_\_\_ Personal illness \_\_\_\_\_ Care for a sick relative

\_\_\_\_\_ Child care \_\_\_\_\_ Death in the family

**3. Examine solutions.** Explain specific behaviors or circumstances that you have changed or steps you have taken to resolve the problem for each of the factors that contributed to the academic problem that led to your dismissal. **You must attach documentation as proof that these changes or steps have taken place.**

a) Changes/steps to improve financial situation

\_\_\_\_\_ Attended Job Search Workshop in the Career Center (date: \_\_\_\_\_)

\_\_\_\_\_ Now employed at: \_\_\_\_\_

\_\_\_\_\_ Changed jobs: from \_\_\_\_\_  
to a new job \_\_\_\_\_

\_\_\_\_\_ Applied and qualified for financial aid through: \_\_\_\_\_

\_\_\_\_\_ Changed work hours to \_\_\_\_\_ hours per week.

\_\_\_\_\_ Took a semester off from school to work and save money.

\_\_\_\_\_ I have additional financial support from these sources: \_\_\_\_\_

b) Changes/steps to improve study skills:

\_\_\_\_\_ Successfully completed a PD 111- Planning for College Success course with a "C" or better grade.

\_\_\_\_\_ Successfully completed a ENGL 063- Study Skills/Listening & Notetaking course with a "C" or better grade.

\_\_\_\_\_ Received tutoring in the TLC Lab: \_\_\_\_\_ total hours in \_\_\_\_\_ (subject).

\_\_\_\_\_ Received tutoring from a private tutor: \_\_\_\_\_ total hours by \_\_\_\_\_ (person).

Changes/steps to improve other skills:

\_\_\_\_\_ Completed a research course, LMTCH 100- Introduction to Research

\_\_\_\_\_ I attended a Math Anxiety Reduction workshop in the TLC Lab.

\_\_\_\_\_ I attended a stress management workshop through Health & Wellness.

\_\_\_\_\_ I was diagnosed by Disabled Students Programs and Services office or a physician for a disability on \_\_\_\_\_ (date) \_\_\_\_\_ (disability).

c) Changes/steps to improve lack of direction:

\_\_\_\_\_ Developed a Student Education Plan with a counselor.

\_\_\_\_\_ Successfully completed PD 10- Career Exploration course with a "C" or better grade.

\_\_\_\_\_ Successfully completed PD 080- Transfer Success course with a "C" or better grade.

\_\_\_\_\_ Completed all three DISCOVER career assessments and as a result have changed to this new major \_\_\_\_\_

\_\_\_\_\_ Participated in an internship in (area/agency) \_\_\_\_\_  
and as a result have changed to this new major \_\_\_\_\_

d) Changes/steps to improve personal circumstances

\_\_\_\_\_ I am receiving mental health counseling at \_\_\_\_\_

\_\_\_\_\_ I have adapted to, or recovered from, a personal illness and I'm coping with medical appointments, schools, work, and other obligations.

\_\_\_\_\_ I have arranged for child care at \_\_\_\_\_

\_\_\_\_\_ I have sought professional assistance at \_\_\_\_\_  
to resolve the problems related to a relationship.