



Registration & Records Office
 PO Box 967
 Roseburg, Oregon 97470
 541.440.4616 | 541.440.7713
 registration@umpqua.edu

Academic Standards Appeal Process

**Please provide complete and accurate information for your appeal.
 INCOMPLETE appeals (missing information or documents) will NOT be accepted.**

INSTRUCTIONS

STEP 1 – COMPLETE APPEAL FORM and attach the required supporting documentation:

- Explanation of extenuating circumstances pertaining to appeal (attached statements are accepted)
- Explanation of proposed behavior that will improve academic performance
- Supporting documentation of extenuating circumstances

Supporting documentation could include:

- Signed statement from physician verifying personal illness or injury which prevented you from withdrawing
- Signed statement from physician documenting medical illness or injury of immediate family member
- Copy of newspaper obituary or death certificate for immediate family member
- Copy of police reports, proof of automobile accident, and/or car repair receipts
- Document or letter of explanation from professional source (e.g. employer, social worker, etc.)
- Signed statement or progress report from instructor verifying current term grades
- Hospital form(s) showing significant dates that occurred during suspension term

STEP 2 – SCHEDULE an appointment with your Academic Advisor in Student Self Service or at 541-440-4610.

STEP 3 – MEET with your Academic Advisor; bring your completed appeal and a copy of your student planner. Together, review your appeal form and your supporting documentation. Your advisor will sign off on the appeal.

STEP 4 – SUBMIT the completed appeal with an Academic Advisor’s signature, and all **approved** supporting documents to the Registration & Records office no later than 4:00 pm the Monday prior to the next scheduled meeting.

ACADEMIC STANDARDS COMMITTEE (ASC)

The Academic Standards Committee (ASC) will review your appeal. You have the opportunity and are encouraged to appear before the committee to answer questions and clarify information on the documentation. After your appearance, the committee renders a decision. You are notified of the committee’s decision by mail and a copy is placed in your student record.

The appeal committee meets on the First Wednesday of each term and the Last Wednesday before Finals Week, during Fall, Winter & Spring terms. The committee does NOT meet during Summer term.

	Fall	Winter	Spring	Summer
Submission Deadline by 4:00 pm	First Monday of week 1 AND week 10 of the academic term.			Committee does not meet. (Submit for fall)
ASC Meetings begin at 2:00 pm	First Wednesday of week 1 AND week 10 of the academic term.			

NEXT APPEAL & MEETING DATE:

Submission Deadline: Monday: _____ at 4:00 p.m. **Registration & Records – LaVerne Murphy Student Center**

Appeal Meeting: Wednesday: _____ at 2:00 p.m. **Bistro – LaVerne Murphy Student Center**