## Chippewa Valley Technical College Request for Academic or Financial Aid Appeal

All students dismissed from CVTC may appeal their Academic Dismissal to be reinstated to the College. All students may appeal their Financial Aid suspension to have their Financial Aid reinstated. Please check one:

I am appealing my Academic dismissal (deadlines below)

I am appealing my Financial Aid suspension (appeal immediately)

I am appealing both Financial Aid & Academic (deadlines below)

I am a high school student appealing my Academic dismissal

If you wish to appeal your Academic Dismissal or your Financial Aid suspension, you must submit this form and the following information/documentation within the timeline indicated:

- 1. Scheduled an appointment with Advisor, Student Success Specialist, or Diversity.
- 2. An explanation of the specific circumstance that prevented you from meeting the academic or financial aid standards and how you have addressed the problem to ensure future academic success.
- The following third party verification/documentation of the circumstances is attached. Refer to the Academic and Financial Aid Appeal website to access a <u>training video</u> for completing an academic or financial aid appeal.
   <u>You are required to check a box(es) below and attach documentation. If documentation is not submitted and does not support your circumstance, your appeal for reinstatement will not be reviewed.</u>
  - Death of an immediate family member (mother, father, sibling, child, spouse, or grandparent). A copy of the death certificate or obituary is required.
  - Medical condition which resulted in the inability to attend class or make contact to drop/withdraw. Medical documentation including the dates of illness, admission to the hospital, or a signed letter from the doctor is required.
  - Family, financial, or legal situation that impacted your ability to succeed. A statement from a third party (family member, health care provider, friend, faculty, or other advocate) is required.
  - Other (career choice, degree focus, time management, etc.) Provide documentation of steps you have <u>already</u> taken to address your circumstance(s). Refer to the <u>College Planning & Preparation</u> (resources.cvtc.edu) website for CVTC resources.

I have checked with the Cashier's Office and cleared all account receiveable holds. (Please note an appeal cannot be submitted until all financial holds are cleared.)

If you were dismissed more than one semester in the past, you may appeal immediately. Appeals will be reviewed and a re-entry decision will be communicated within 30 days via mail. If you were dismissed the previous semester, please see dates below:

Dismissal Term	Students May Submit AFTER:
Fall	April 1
Spring	July 1
Summer	November 1

\*Deadline for appeal submission is 3 business days prior to the desired term.

The Satisfactory Academic Progress/Academic Standards (SAP/AS) Appeals Committee, is comprised of representatives from College administration. If your appeal is approved and reinstatement granted, you are obligated to meet the requirements of your success plan. Your plan will be evaluated at the end of the next term of enrollment to ensure that you met all requirements. If your appeal is denied, you will be informed of your re-entry options. All committee decisions are final.

Complete the student contact information in the space below, and address the questions/statements that follow.

Last Name	First & Middle Name	CVTC Studen	t Identification Number
PO Bo	x/Street Address	Home/Conta	ct Telephone Number
		Academic:	Financial:
City State Zip		Month/Year of Dismissal from CVTC	
		Academic:	Financial:
Program Enrolled in at Time of Dismissal	New Program of Interest if Reinstated	Preferred ReinstatementTerm (Fall/Spring/Summer)	
Yes No Aca	demic: Financial:		
Is This Your First Appeal? If No, T	erm of Previous Appeal	Email Address	

# **OBSTACLES**

Self reflect on the following items that may have been a barrier to your success the past two semesters. Use the information on pages 2-3, along with the <u>College Planning & Preparation</u> (resources.cvtc.edu) website, to assist you in answering the questions on page 4.

Learning Habits	May lose job	Degree Focus
Too much	Conflicts with the job	Core requirements
TV/Internet/Games	No part-time work	Academic Policies
Too much social life	available	GPA requirements
Overextended in my	Conflicts at work	Parental pressure
	Other	Other pressure
Use cell phone too		Classes unavailable
much	Personal	Classes at conflicting
Inadequate computer	Stressed all the time	times
skills	Cultural pressures	Classes/schedule not
Failure to listen to	Relationship	convenient
staff/faculty	worries/problems	Poor class selection
Other	Loss of family	Selecting a program
	member or friend	Program/Major not
Social Support	Depression	offered
Significant	Substance abuse	Unclear education
other/Children	Rape or assault	goals
problems	Health/Medical	Unhappy with
Household obligations	worries	program
Roommate problems	Illness	Other
Socially	Housing problems	
uncomfortable/shy	Value conflicts	Academic/Study Skills
Parental pressure	Transportation issues	Learning disability
Physical abuse	Commitment	Poor study habits
Divorce or Separation	Commuting	Poor note-taking skills
New Marriage	Negative attitude	Poor concentration
New independent	Emotional abuse	Poor time
status	Pregnancy	management
Family health	Family	Poor study
problems	Issues/Concerns	environment
	Lack of	Ineffective studying
Being Single	computer/internet	time
Other	Lack of phone	High anxiety
	Lack of transportation	☐ Inadequate preparation ☐ Poor academic
Financial	Other	
Worried about money		advising
Financial aid	Drive Free original	Failure to ask
requirements Inadequate Financial	Prior Experience/ Perceptions	questions when working with
aid	Previous failure	staff/faculty
Spouse not working	Not being perfect	Other
Too many debts	Accomplishments	
Time limit on school	Pressures	<b>Reading Confidence</b>
funds		Inadequate reading
Other	Making decisions	skills
	Making mistakes	Sittis
Work-Related	Task too difficult	Verbal Confidence
Must work to survive	Don't know who to	Inadequate writing
Work too many hours	contact with concerns	skills
Problems with the	Unhappy with	
boss	instructor	Math Confidence
	Impersonal instructor	Inadequate math skills
	Impersonal staff	1
	Other	

# SOLUTIONS

Solutions that are followed by an asterisk (\*) indicate resources available on campus. See next page for a list of campus resources.

Set gals*       Search for a new job*       Consult with CVTC         Reward youself       Develop problem       Academic Advisor*         Online Success       solving skills       Use College Planning         Seminars*       Find a job*       & Perparation         Use to-do list       Spouse gats a job       Resources*         Time management       Change position       Consult with instructor*         workshop*       Change position       Change porgram*         Other       Quit job       Change porgram*         Discuss goals*       Other       Develop an Academic Plan*         Discuss goals*       Other       Personal         Social Support       seminar*       Develop an Academic Plan*         Develop a routine*       Personal       Other         Develop a routine*       Meet with CVTC       Stress management         workshop*       Other       Delegate duties         Change postion       Stress management       Vorkshop*         Develop a routine*       Meet with CVTC       Study skills seminar *         Develop aroutine*       Stress management       Vorkubershop         Cattend thelp       Meet with CVTC       Study skills seminar *         See farancial help       Meet with CVTC	Learning Habits	Work Related	Degree Focus
Online Success       solving 'skills       Use College Planning         Seminars*       Find a job*       & Preparation         Use to-do list       Find a job*       & Preparation         Time management       Change position       Consult with         workshop*       within job       Change position       Consult with         Dime management       Quit job       Change pogram*       Change pogram*         Other       Quit job       Change schools       Career Planning         Social Support       seminar*       Workshop*       Career Planning         Attend to children       seminar*       Develop an Academic         plasus goals*       Other       Plas*       Develop an Academic         Develop a routine*       workshop*       Academic/Study Skills       Use tace-to-face or online turoing*         Delegate duties       Attend asertiveness       Use tace-to-face or online turoing*       Use tace-to-face or online turoing*         Attend parenting       Seek help with       Stucess       Use tace-to-face or online turoing*       Use tace-to-face or online turoing*         Attend parenting       Seek cersonal       communication *       Develop an Academic Study skill self-         Attend parenting       Seek personal       constot unoing *       Use study skill		$\Box$ Search for a new job*	Consult with CVTC
Seminars*       Find a job*       & Preparation         Use to-do list       Spouse gets a job       Resources*         Time management       Change position       Consult with instructor*         workshop*       Quit job       Change program*         Other       Quit job       Change program*         Discuss goals*       Other       Career Planning         Workshop*       Workshop*       Other       Plan*         Discuss goals*       Other       Develop an Academic       Plan*         Delegate duties       Attend asertiveness training workshop*       Other       Study skills seminar*         Delegate duties       Attend parenting       Seek help with       Study skills seminar *       Study skills seminar *         Attend parenting       Seek personal       Study skills seminar *       Use study skill self-help book         careser francial planner       Study skills seminar *       Study skills seminar *       Study skills seminar *         Financial       See financial planner       Discuess on all planing or grazization*       Study skills seminar *       Study skills seminar *         Financial       Develop problem       Other       Study skills seminar *       Study skills seminar *         Contact Student       Online Success       Connons)*       <	Reward yourself	Develop problem	Academic Advisor*
Use to-do list       Spouse gets a job       Resources*         Time management       Change position       Consult with         workshop*       Within job       Consult with         Turn cell phone off       Reduce hours working       Change program*         Other       Quit job       Change program*         Discuss goals*       Other       Change program*         Discuss goals*       Other       Develop aroutine*         Develop aroutine*       Stress management       Workshop*         Delegate duties       Attend assertiveness       Duse face-to-face or online tutoring*         to get medical help       Meet with CVTC       Studen Success         Seek help with       Student Success       Budy skill self-help         Attend narniage or community       conseling in       Visit with Instructors*         Attend maringe       Seek personal       Change study skill self-help         Dotain family counseling       Attend group       Study skill self-help         Other       Join club or       Organization*       Study on campus         Planning help       Visit a medical doctor       Change study skill self-help book         Getax accountant for       cade self-help book       Access Online Learner         Resources       Bout loans	Online Success	solving skills	Use <u>College Planning</u>
Time management workshop*       Change position       Consult with instructor*         Turn cell phone off       Quit job       Change porgram*         Other       Quit job       Change porgram*         Discuss goals*       Other       Develop an Academic Planning         Morkshop*       Stress management       Workshop*         Discuss goals*       Other       Develop an Academic Plan*         Discuss goals*       Other       Develop an Academic Plan*         Develop aroutine*       Stress management       Other         Delegate dutics       Attend assertiveness       Use face-to-face or online tutoring*         get medical help       Meet with CVTC       Study skills seminar *         Gases       communication *       Specialist *         Attend parenting       Ceake personal       Visit with Instructors*         classes       communication *       Specialist *         Dothar family       Outer	Seminars*	Find a job*	<u>&amp; Preparation</u>
workshop*       within job       instructor*         Turn cell phone off       Reduce hours working       Change program*         Other       Quit job       Change program*         Discuss goals*       Other       Career Services         Attend to children       seminar*       Develop an Academic Plan*         Delegate duties       Attend to children       Discuss goals*         Delegate duties       Attend assertiveness       Other         Take family member       training workshop       online tutoring*         to get medical help       Met with CVTC       Study skills seminar *         Seek help with       Student Success       Discuss goals         classes       community       Change study         classes       community       Change study         classes       counseling       brochures/materials         Discuss goalt       visit with Instructors*       belp         brancial       Reduelf-help book       academic advising         Contact Student       poin club or       Grame study group         Other       poin club or       Change study         get tax accountan for       tapes       Access Online Learner         Reductions       Develop problem       Commons)*	Use to-do list	Spouse gets a job	Resources*
□ Turn cell phone off       □ Reduce hours working       □ Change program*         □ Other		Change position	Consult with
□ Other			instructor*
Social Support       Career Services       Career Planning         Discuss goals*       Other       Develop an Academic         Attend to children       Stress management       Workshop*         Develop a routine*       Stress management       Other         Develop a routine*       Stress management       Other         Develop a routine*       Stress management       Other         Develop a routine*       Morkshop*       Academic/Study Skills         Delegate duties       Attend assertiveness       Other study skills seminar *         Image of the study skills seminar *       Study skills seminar *         Seek help with       Student Success       Use study skills seminar *         Canses       Communication *       Seek personal       prochures/materials         Classes       counseling in       Visit with Instructors*       Change istudy environment         Obtain family       Counseling       Study on campus       Study on campus         planning help       Visit a medical doctor       Change istudy counseling       academic advising         See financial planner       Listen to motivational       Access Online Learner         See financial planner       Listen to motivational       Access Online Learner         Gontact Student       Solving skills* </td <td>Turn cell phone off</td> <td></td> <td></td>	Turn cell phone off		
Social Support       seminar*       Workshop*         Discuss goals*       Other       Develop an Academic         Attend to children       Stress management       Develop an Academic         Solitude       Stress management       Other         Develop a routine*       workshop*       Academic/Study Skills         Delegate duties       Attend assertiveness       Use face-to-face or online tutoring*         to get medical help       Meet with CVTC       Study skills seminar*         Communication *       Specialist *       Use study skill self-help borchures/materials         classes       counseling       Other       Promonent         Other       Join club or       Study study study study counseling       Change study environment         Danning help       Visit a medical doctor       Form a study group       Study on canpus         planning help       Visit a medical doctor       Form a study group       Change instructors         organization*       Read self-help book       academic advising       Access online Learner         See tra accountant for       tapes       Commons)*       Commons)*       Commons)*         Consider part-time       Say NO!       Services*       Everices*         minary       Consider part-time       Say NO!	Other		
Discuss goals*       Other       Develop an Academic Plan*         Attend to children       First, and then require solutude       Personal       Other         Develop a routine*       Stress management       Academic/Study Skills         Develop a routine*       Workshop*       Academic/Study Skills         Develop aroutine*       Workshop       Academic/Study Skills         Develop aroutine*       Workshop       Contact Study skills seminar*         Develop aroutine*       Study skills seminar*       Study skills seminar*         Develop aroutine*       Meet with CVTC       Study skills seminar*         Develop aroutine*       Study skills seminar*       Use study skill self-help         Communication *       Specialist *       brochures/materials         Classes       community       Change study       environment         Classes       counseling       Study on campus       prom a study group         planning help       Visit a medical doctor       Form a study group       Study on campus         Get financial       Read self-help book       Change instructors       academic advising         See financial planner       Listen to motivational       Access Online Learner         See financial Assistance       Online Success       & procedures*			
☐ Attend to children       Plan*         first, and then require       Personal       □ Other			
first, and then require       Personal       Other		Other	
solitude       Stress management workshop*       Academic/Study Skills         Delegate duties       Attend assertiveness training workshop       Use face-to-face or online tutoring*         Take family member       Meet with CVTC       Study skills seminar*         Seek help with       Student Success       Study skills seminar*         Seek help with       Student Success       Use study skills seminar*         classes       counseling in       Visit with Instructors*         classes       counseling       Change study         obtain family       counseling       Study on campus         planning help       Visit a medical doctor       Form a study group         Other       Join club or       Change instructors         ge deductions       Develop problem       Access Online Learner         Read self-help book       Access Online Learner       Resources         deductions       Develop problem       Commons)*       Commons)*         consider part-time       Say NO!       Test Anxiety       Services*         prior learning       while working on       Services*       Services*         prior learning       while working on       Services*       Services*         geninar*       Say NO!       Test Anxiety       Services* </td <td></td> <td></td> <td></td>			
□ Develop a routine*       workshop*       Academic/Study Skills         □ Delegate duties       □ Attend assertiveness       □ Use face-to-face or online tutoring*         □ to get medical help       □ Meet with CVTC       Study skills seminar *         □ Seek help with       Student Success       □ Use study skills seminar *         □ Attend parenting       □ Seek personal       brochures/materials         □ classes       community       □ Change study         □ Attend marriage or       community       □ Change study         □ Attend marriage or       community       □ Change study         □ Obtain family       counseling       □ Study on campus         □ planning help       □ Visit a medical doctor       □ Form a study group         □ Other       □ Join club or       □ Change instructors         □ deductions       □ Develop problem       academic advising         □ See tax accountant for       tapes       Resources         □ boyling skills*       □ Meet with Diversity         □ planning help       □ Listen to motivational       □ Access Online Learner         □ See tax accountant for       tapes       Resources         □ deductions       □ Develop problem       Commons)*         □ boyling skills*       □ Utilize Disability       Servi			Other
□       Delegate duties       □       Attend assertiveness       □       Use face-to-face or online tutoring*         □       to get medical help       □       Meet with CVTC       Study skills seminar *         □       Seek help with       Student Success       □       Use study skills seminar *         □       Attend parenting       □       Seek help with       Student Success       □         □       Attend parenting       □       Seek personal       □       Visit with Instructors*         □       Attend marriage or       □       community       □       Change study         □       Attend marriage or       □       community       □       Change study         □       Attend marriage or       □       Outsin family       □       on campus         □       Dotain family       □       ourseling       □       Study on campus         □       Dotain family       □       ourseling       □       Study on campus         □       Delaning help       □       Visit a medical doctor       □       Change instructors         □       Other       □       □       Isee financial planner       □       Listen to motivational       □       Access Online Learner			
□       Take family member to get medical help       Meet with CVTC       Study skills seminar *         □       Seek help with communication *       Student Success       Use study skill self- help         □       Attend parenting       Seek personal classes       brochures/materials         □       Attend parenting       Seek personal classes       Visit with Instructors*         □       Attend marriage or family counseling       □       Attend group environment         □       Obtain family       counseling       □       Study on campus         □       Join club or       □       Change instructors         □       Other       □       Join club or       □         □       Other       □       Join club or       □       Change instructors         □       See financial planner       □       Listen to motivational       Access Online Learner         □       See tax accountant for deductions       □       Develop problem       (Commons)*         □       Contact Student       Seminars*       □       Utilize Disability         □       Explore credit for prior learning       □       Take semester off       Meet with Diversity         □       Consider part-time       Say NO!       □       Test Anxiety			
to get medical help       Meet with CVTC       Study skills seminar *         Seek help with       Student Success       Use study skill self-help         communication *       Seek personal       brochures/materials         classes       counseling in       Visit with Instructors*         Attend marriage or       community       Change study         family counseling       Attend group       environment         Obtain family       counseling       Study on campus         planning help       Visit a medical doctor       Form a study group         Other       oth club or       Change instructors         organization*       Ask questions during       academic advising         See financial planner       Listen to motivational       Access Online Learner         Read self-help book       commons)*       commons)*         Contact Student       solving skills*       Know drop deadlines         pinoi lab or       Online Success       & procedures*         about loans/grants*       Seminars*       Utilize Disability         Schooling       Car pool/ride bus       Services Specialist*         Meet with CVTC       Change housing       Watch an online         technology support       Study of deand       seminar*			
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family counseling       Attend group       environment         Obtain family       counseling       Study on campus         planning help       Visit a medical doctor       Form a study group         Other       Join club or       Change instructors         organization*       Ask questions during       academic advising         See financial planner       Listen to motivational       Access Online Learner         See tax accountant for       tages       Resources         deductions       Develop problem       (Commons)*         Contact Student       solving skills*       Know drop deadlines         Financial Assistance       Online Success       & procedures*         about loans/grants*       Seminars*       Utilize Disability         Explore credit for       Take semester off       Meet with Diversity         options*       problems       Services Specialist*         Consider part-time       Say NO!       Test Anxiety         schooling       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*			
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planning help       Visit a medical doctor       Form a study group         Other       Join club or       Change instructors         organization*       Ask questions during         academic advising       Ask questions during         See financial planner       Listen to motivational       Access Online Learner         See financial planner       Listen to motivational       Access Online Learner         See tax accountant for       tapes       (Commons)*         Contact Student       solving skills*       Know drop deadlines         Financial Assistance       Online Success       & procedures*         about loans/grants*       Seminars*       Utilize Disability         Explore credit for       Take semester off       Services*         prior learning       while working on       Meet with Diversity         options*       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         gradReady       Other       seminar*			
□ Other       □ Join club or organization*       □ Change instructors         □ See financial planner       □ Listen to motivational       □ Ask questions during academic advising         □ See financial planner       □ Listen to motivational       □ Access Online Learner         □ See tax accountant for deductions       □ Develop problem       □ Contact Student       □ Solving skills*       □ Know drop deadlines         □ Contact Student       □ Online Success       ∞ procedures*       ∞ procedures*       ∞ procedures*         □ about loans/grants*       □ Services       ∞ procedures*       ○ Utilize Disability         □ Explore credit for prior learning options*       □ Car pool/ride bus       □ Test Anxiety         □ Consider part-time       □ Say NO!       □ Test Anxiety         □ Meet with CVTC       □ Change housing       □ Watch an online         □ Financial Coach*       □ situation       technology support         □ GradReady       □ Other       seminar*			
Financial       organization*       Ask questions during academic advising         See financial planner       Listen to motivational       Access Online Learner         See tax accountant for tapes       Develop problem       (Commons)*         Contact Student       Seminars*       Know drop deadlines         Financial Assistance       Online Success       & procedures*         about loans/grants*       Seminars*       Utilize Disability         Explore credit for       Take semester off       Services*         prior learning       while working on       Meet with Diversity         options*       Dool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*			
Financial       Read self-help book       academic advising         See financial planner       Listen to motivational       Access Online Learner         See tax accountant for       tapes       Resources         deductions       Develop problem       (Commons)*         Contact Student       solving skills*       Know drop deadlines         Financial Assistance       Online Success       & procedures*         about loans/grants*       Seminars*       Utilize Disability         Explore credit for       Take semester off       Services*         prior learning       while working on       Meet with Diversity         options*       problems       Services Specialist*         Consider part-time       Say NO!       Test Anxiety         schooling       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         gradReady       Other       seminar*			
See financial planner       Listen to motivational       Access Online Learner         See tax accountant for       tapes       Resources         deductions       Develop problem       (Commons)*         Contact Student       solving skills*       Know drop deadlines         Financial Assistance       Online Success       & procedures*         about loans/grants*       Seminars*       Utilize Disability         Explore credit for       Take semester off       Services*         prior learning       while working on       Meet with Diversity         options*       problems       Services Specialist*         Consider part-time       Say NO!       Test Anxiety         schooling       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*	Financial		
See tax accountant for deductions       tapes       Resources         Contact Student       Develop problem       (Commons)*         Financial Assistance       Online Success       & procedures*         about loans/grants*       Seminars*       Utilize Disability         Explore credit for prior learning options*       Take semester off prior learning       Meet with Diversity services Specialist*         Consider part-time schooling       Say NO!       Test Anxiety Seminar*         Meet with CVTC       Change housing situation       Watch an online technology support seminar*         GradReady       Other       seminar*			
deductions       Develop problem       (Commons)*         Contact Student       solving skills*       Know drop deadlines         Financial Assistance       Online Success       & procedures*         about loans/grants*       Seminars*       Utilize Disability         Explore credit for       Take semester off       Services*         prior learning       while working on       Meet with Diversity         options*       problems       Services Specialist*         Consider part-time       Say NO!       Test Anxiety         schooling       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*			
□       Contact Student       solving skills*       □       Know drop deadlines         □       Financial Assistance       □       Online Success       & procedures*         □       bout loans/grants*       □       Seminars*       □       Utilize Disability         □       Explore credit for       □       Take semester off       Services*         □       prior learning       while working on       □       Meet with Diversity         □       priors*       problems       Services Specialist*         □       Consider part-time       □       Say NO!       □         □       Meet with CVTC       □       Change housing       □       Watch an online         □       GradReady       □       Other			
Financial Assistance       Online Success       & procedures*         about loans/grants*       Seminars*       Utilize Disability         Explore credit for       Take semester off       Services*         prior learning       while working on       Meet with Diversity         options*       problems       Services Specialist*         Consider part-time       Say NO!       Test Anxiety         schooling       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*			
about loans/grants*       Seminars*       Utilize Disability         Explore credit for       Take semester off       Services*         prior learning       while working on       Meet with Diversity         options*       problems       Services Specialist*         Consider part-time       Say NO!       Test Anxiety         schooling       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*			
Explore credit for prior learning options*       Take semester off while working on prior learning while working on problems       Services*         Consider part-time schooling       Say NO!       Test Anxiety Seminar*         Meet with CVTC       Change housing situation       Watch an online technology support seminar*         GradReady       Other       seminar*			1
prior learning       while working on       Meet with Diversity         options*       problems       Services Specialist*         Consider part-time       Say NO!       Test Anxiety         schooling       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*         (Commons)*       Other       seminar			
options*       problems       Services Specialist*         Consider part-time       Say NO!       Test Anxiety         schooling       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*         (Commons)*       Other       seminar*			
Consider part-time       Say NO!       Test Anxiety         schooling       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*         (Commons)*       Other       seminar*		6	
schooling       Car pool/ride bus       Seminar*         Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*         (Commons)*       Other       seminar			
Meet with CVTC       Change housing       Watch an online         Financial Coach*       situation       technology support         GradReady       Other       seminar*         (Commons)*       Other       seminar	-		
Financial Coach*       situation       technology support         GradReady       Other       seminar*         (Commons)*       Other       seminar			
GradReady Other seminar*			
(Commons)*			

# **SELF-EVALUATION**

Please address the following questions/statements. Briefly describe your situation/circumstance in complete sentence format.

#### 1. CIRCUMSTANCES:

Describe the circumstances (death of an immediate family member, medical condition, family, financial, legal situation) that may have contributed to your academic difficulties. If your circumstances are categorized as "OTHER" (career choice, degree focus, time management, etc.), describe WHY these circumstances contributed to your academic difficulties. Attach documentation to support your circumstances and steps you have taken to address the situation, and achieve your educational goals at CVTC.

Documentation may include, but is not limited to, a letter from your employer supporting changes in work schedule or flexibility with your school schedule, a transcript from another college identifying successful completion of courses, or an <u>attendance verification</u> of <u>Student Services resources</u> utilized. Examples include, College Success Seminars you have attended or watched online, Career Assessment completed, time spent in Adult Education Services, appointment with an academic advisor or Student Success Specialist, or communication with other CVTC staff or faculty. Documentation could also include a letter from a case manager, agency counselor, or CVTC staff member verifying actions taken to address your circumstance. Please feel free to add additional pages if more space is needed.

### 2. CHANGING YOUR HABITS:

Identify and list a minimum of three items in your self evaluation that you believe will help you manage life circumstances and improve performance in your classes if reinstated to the College.

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### 3. CAMPUS RESOURCES:

Identify and list a minimum of three campus resources you will use to assist you in identifying solutions and overcoming barriers if reinstated to the College. See <u>College Planning & Preparation</u> (resources.cvtc.edu).

1.	
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2.	
3.	

### 4. FUTURE SUCCESS:

How will the changes described above increase the likelihood that you will succeed if given another opportunity? Please be very specific and detailed in your response. Please feel free to add additional pages if more space is needed.

**Please make a copy of the completed appeal and keep for your records** before submitting this form and information/documentation of circumstances to:

By Email: academic\_standards@cvtc.edu

\*To send electronically, please "save as" to your computer and then attach to email.