

Appeal Form

All students are subject to the Satisfactory Academic Progress Policy. When students fail to meet ELIGIBILITY status requirements they are placed in SUSPENSION, WARNING, or REPAYMENT status. Only SUSPENSION status can be appealed if the student believes he/she has unusual circumstances not encountered by a typical student.

Examples of circumstances that are NOT appealable: Poor time management or failure to balance school with other normal life situations such as family and work

Please indicate the unusual circumstance you encountered:

- Death of an immediate family member
(Attach a copy of death certificate or funeral notice, along with items 1-4 listed below)
- Grievous illness
(Attach documentation from a medical provider, along with items 1-4 listed below)
- Other unusual circumstance
(Documentation must be attached, along with items 1-4 listed below. Examples include, but are not limited to the following: court document, police reports, letter from a public assistance agency, letter from a member of the clergy)

Attach items 1-4 below, along with the documents required for your circumstance.

1. A signed and dated written statement, chronologically ordering the events that led to your SUSPENSION status. Your statement must include:
 - a. the circumstances around each class you did not pass and those quarters where you received less than a 2.00 GPA.
 - b. how you plan to resolve the situations that caused you to be placed on SUSPENSION.
2. A copy of your unofficial South Seattle College Transcript.
3. A copy of your Degree Audit.
4. A copy of your Educational Plan, which MUST be created with a South Academic Advisor.

Failure to provide ALL of the items listed will result in an automatic denial of your appeal.

If your appeal is approved, you will receive a PROBATION LETTER detailing the new terms and conditions under which you will be allowed to receive financial aid.

If your appeal is denied, you will receive a DENIAL LETTER detailing how you can regain ELIGIBILITY status on your own.

CERTIFICATION: Signing this worksheet and/or submitting supporting documentation certifies that all information reported on it is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Name

EMPLID

Signature

Date

FOR OFFICE USE ONLY

Approved: Full 3/4 Time 1/2 Time <1/2 Time

Denied: Credits _____ GPA _____ Reason: _____

South Seattle Campus Resources

Advising Office

Robert Smith Building (RSB 11)
<https://southseattle.edu/advising>
206.934.5387

The advising team offers services to help you reach your educational goals, including:

- Academic advising and program planning
- Assistance with petitions for waivers and/or exceptions
- Assistance with academic difficulty
- Transfer Advising
- Monitoring degree progress
- Graduation applications

Center for Equity, Inclusion, and Diversity

Jerry Brockey Student Center (JMB 146/148)
<https://southseattle.edu/student-life/center-equity-inclusion-and-diversity>
206.934.5332

Cultivating a learning environment that champions social justice. Services include:

- Multi-faith Prayer and Lactation Space
- Computer Access and Printer
- Events Promoting Social Justice
- Textbook Lending Program
- Coffee, Tea, and Snacks



Counseling

Robert Smith Building (Information Desk)
<https://southseattle.edu/counseling>
Appointments by phone only:
206.934.6409

Counselors are faculty members who help students establish and achieve educational, career and personal goals based on a comprehensive assessment of their personalities, interests, skills, values and other resources.

They work with students on goal setting, math and test phobia, exploring majors and careers, personal issues and concerns, and much, much, more

Disability Services

Robert Smith Building (RSB 12)
<https://southseattle.edu/disability-services>
206.934.5137

Disability Services (DS) coordinates services and arranges academic adjustments for students with disabilities at South Seattle College. The DS Office provides reasonable accommodations to ensure physical and programmatic access to college services, programs, and activities.

Food Pantry

Jerry Brockey Student Center (JMB 135)
<https://southseattle.edu/student-life/food-pantry>
206.934.5332

The purpose of the Food Pantry is to address food insecurity for our students. If you are homeless or can't make it to the local food bank during class times, or you are low on your EBT card we are here for you. We know you can't do your best in class on an empty stomach and we want you to make it to the finish line!

Tutoring Center

Robert Smith Building (RSB 12)
<https://southseattle.edu/tutoring>
206.934.6650

The Tutoring Center at South Seattle College is committed to the success of South's diverse student population. Within a warm, welcoming and friendly environment, the Center offers helpful and flexible academic support to all students free of charge.

Workforce Education

Robert Smith Building (RSB 79)
<https://southseattle.edu/workforce-education>
206.934.5835

The Workforce Education Office at South Seattle College can help you enter or reenter the workforce through career training, financial aid assistance, job placement assistance and academic planning.

You can create appointments with many of these offices by logging into your Starfish account!

southseattle.edu/students

