

If you have been placed on Academic Suspension this form can be used to apply for Academic Reinstatement to Colorado Mountain College, if your academic suspension was due to Extenuating Circumstances.

To request Academic Reinstatement using this form students must:

- Meet with a College Counselor or Academic Advisor
- Complete this Academic Reinstatement form, providing a detailed statement of the extenuating circumstances
- Submit additional documentation (see below)

Student Information:

Which semester are you appealing for reinstatement? _____

Last Name	First Name	MI	Student ID
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CMC Email	Phone Number
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Appeal Statement:

Please enter a statement in the text-box below. The text-box will expand to contain your entire response.

The statement must clearly explain the reason for the Appeal for Immediate Academic Reinstatement. Please ensure that the statement includes:

- 1) What the extenuating circumstance is/was and when it occurred.
- 2) How the extenuating circumstance impacted your ability to complete your courses.
- 3) How the extenuating circumstance prevented you from dropping your class(es) before the withdrawal date.

You must provide additional documentation from an external source to support your request. Examples of extenuating circumstances and the supporting documentation required include:

- Medical (letter from medical provider on official letterhead)
- Death of immediate family member or explanation of relationship if not a direct family member (obituary or death certificate)
- Court Order (court order)
- Divorce (divorce decree)
- Homelessness (eviction notice)
- Other extenuating circumstance of similar severity

Student Signature

Date

Please submit this form along with your supporting documentation via email to the college counselor/academic advisor at your campus.

OFFICE USE ONLY

College Counselor/Academic Advisor/Chair of Academic Appeals Committee

Immediate Academic Reinstatement Request Approved

Immediate Academic Reinstatement Request Denied (reason) _____

Signature

Date

Registrar

Signature

Date

Etrieve

Colleague