

The following form can be filled out **Online**, printed for signatures, then mailed or faxed.

**To fill out forms in Acrobat Reader:**

- Select the “hand” tool.
- Click on a line or in a box and begin typing.
- Check boxes can be clicked on or off.
- To move from one editable area to the next, use the tab key.
- If you prefer, the “Highlight Fields” option can be selected to show the editable areas on the form, and the zoom tool in the browser can be used to enlarge the form view.
- When printing the form, start with page 2 of this PDF document.
- For best results, we recommend the latest version of Acrobat Reader.



## **Academic Standards Process**

Community Colleges of Spokane's Academic Standards Policy is intended to support a successful learning experience for all students. Students enrolled in degree or certificate programs are expected to demonstrate satisfactory academic progress as defined by the following general policy requirements:

- **Minimum Grade Point Average:** Students must achieve and maintain the required grade point average.
- **Degree/Certificate Completion:** Students should complete the degree or certificate within the maximum credit limit.

Community Colleges of Spokane recognize the unique and diverse backgrounds and needs of students, and while all students are held to the same level of academic excellence, students with special circumstances may petition for special consideration. Students enrolled in special programs are also required to follow the requirements specified by their funding agency. In addition, students receiving federal and/or state financial aid must follow the Financial Aid Satisfactory Progress Policies (as revised 11-16-04).

## **Transfer Students**

Transfer students will be considered as new, incoming students.

## **Appeals Process**

The IEL has established a process for reviewing academic suspension appeals. A student who is notified of academic suspension may appeal this decision by submitting a petition to the Dean of Student Services for reinstatement prior to being dropped from classes or after sitting out one quarter. The student must show proof/documentation of circumstances over which he or she did not have control that led to suspension. The student may be reinstated or the appeal may be denied. Decisions are final. Students who wish to appeal, should contact the office of the IEL Dean of Student Services at (509) 279-6045.

## **Reinstatement**

A student who is suspended may apply for reinstatement when the conditions of suspension have been satisfied. Reinstated students are readmitted on probationary status and must comply with conditions identified by the IEL for reinstatement.