

COLLIN COLLEGE
ACADEMIC SUSPENSION APPEAL PROCEDURES

The appeal process will allow a student to submit a suspension appeal for unsatisfactory academic progress based upon: (a) death, injury, or illness of a relative, (b) personal injury or illness, or (c) other special circumstances. Students can only appeal one (1) time during their tenure at Collin.

1. A suspension appeal must be submitted by the suspension appeal deadline. The deadline can be found on the Master Calendar at <https://www.collin.edu/calendars/> or can be verified with an academic advisor.
2. Suspension appeals must be submitted online at the following website: <http://www.collin.edu/gettingstarted/register/academic%20standing.html>. Be sure to include any supporting documentation and an action plan for academic success. If you need guidance developing an action plan, please meet with an academic advisor before submitting your appeal.
3. Once the appeal is submitted, your records will be prepared and submitted to five (5) of the Academic Progress Appeals Committee (APAC) members for review.
4. Once the committee members have made their decisions, an e-mail will be sent to your CougarMail account regarding whether your appeal was approved or denied.
5. If approved, you must meet with an academic advisor by the Warning/Probation deadline (see Registration Guide "Important Dates" for exact deadline or verify with an academic advisor) to discuss your next steps.
6. If denied, you will not be eligible to return until your one-year suspension term is over. Upon return, your academic status will be changed to Academic Probation. Additionally, readmission will be required.
7. All academic appeal decisions are final