

## Appeal Process

You have the right to appeal a decision regarding your status in Gateway College and Career Academy if you believe that there are significant factors impacting your situation that need further consideration. If you choose to appeal the following are required:

Submit a formal letter of appeal to Dean of Students:

Brenda Forsse  
Gateway College and Career Academy  
4800 Magnolia Avenue  
Riverside, CA 92506

Email: gateway@rcc.edu

Letters should be submitted in a prompt manner immediately following your drop notice. If appealing to return a future term, letters must be received no later than two full weeks (14 working days) prior to the term you are requesting to return.

Letters must be written by the student. It is also acceptable for parents, agency case managers, and other support persons to write letters of support to be included with the appeal letter from the student.

### Student Letters of Appeal Must Include:

- ⇒ Date
- ⇒ Your full name, address and phone number
- ⇒ The current/last term attended
- ⇒ Identify the name of your Counselor
- ⇒ Include the reason(s) stated why you were dropped
- ⇒ Provide information (and any documentation) related to the reason(s) you were dropped and that you want to be considered to reevaluate your situation. For example, if you were dropped due to failing classes as a result of not turning in work or not attending regularly, you will need to provide the reasons that you did not attend and turn in your work and what significant factors made it difficult for you to meet expectations
- ⇒ Explain how you attempted to resolve the issue first with your Counselor and/or instructors
- ⇒ Explain what you believe would be different if you were accepted back into the program. Explain what you do differently to demonstrate your commitment to your education and to respect and abide by all Gateway College and Career Academy expectations

### Important Information:

Depending on the date you were dropped, the circumstances related to being dropped, and the date the letter of appeal is received will determine whether or not you may be considered for return the current term or upcoming term(s).

Allow two weeks for a response to your appeal.

Please note: appeals will not be considered over the phone. All appeals must be in writing as described above.

If you have questions about the appeal process you may call Brenda Forsse, Dean of Students, at (951) 222-8343 or (951) 222-8931.

**Appeal Form**

You have the right to appeal a decision regarding your status in Gateway College & Career Academy if you believe that there are significant factors impacting your situation that need further consideration. If you choose to appeal, you must complete this form:

Please note: this form must be completed and signed by the student who is appealing.\* Parents and other advocates are welcome to submit letters of recommendation along with this appeal.

\*Only exception: if the student is not physically able to submit appeal on his/her own due to medical reasons, or other exceptional circumstances, then an appeal may be submitted on his/her behalf.

All information requested on this form must be provided in order to consider your appeal.

Submit this completed form to:

Brenda Forse, Dean of Students  
 Gateway College & Career  
 Academy 4800 Magnolia Avenue  
 Riverside, CA 92506

**Email:** gateway@rcc.edu

_____	_____	_____	_____
Last Name	First Name	Middle Initial	Date of Birth
_____		_____	_____
Current Mailing Address: Street/PO Box		City	State
_____		_____	_____
(____)_____-_____	(____)_____-_____	(____)_____-_____	_____
Home Phone Number	Cell Phone Number	Alternative Phone Number	Zip Code

I was enrolled in Gateway last term:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

Name of Counselor: \_\_\_\_\_

Please respond to all of the questions below, providing as many details and specifics as you can to help us understand your situation.

1. State the reasons that you were dropped/withdrew from the program and provide your explanation for why this happened. For example, if you were dropped due to failing classes as a result of not turning in work or not attending regularly, you will need to provide the reasons that you did not attend and turn in your work and what significant factors made it difficult for you to meet expectations.
2. Explain how you attempted to resolve the issue with your Counselor and/or with your instructor(s) prior to being dropped/withdrawn from the program.
3. Explain what you believe would be different if you were accepted back into the program. Explain what you would do differently to demonstrate your commitment to your education and to respect and abide by all Gateway College & Career Academy and Riverside Community College District policies and expectations.
4. Please attach a copy of a transcript showing any academic progress that was made since leaving Gateway.

My signature verifies that the information I have provided in this form is true and accurate from my perspective and memory.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Information**

- ➡ The date you were dropped, the circumstances related to being dropped, and the date this appeal request is received will determine whether or not you may be considered for return the current term or upcoming term(s). Please note: Consideration for your return may also be affected by budget limitations, which determine how many students may be enrolled at the time.

- ➡ Allow up to two weeks for a response to your appeal.

➡ Please note: appeals will not be considered over the phone. All appeals must be in writing. If you have questions about the appeal process you may call Robin Acosta, Dean of Students at (951) 222-8934 or (951) 222-8931.

**For Office Use Only**

Date appeal received: _____	Date of phone call follow up (If applicable): _____
Date appeal approved: _____	Date appeal denied: _____
Date letter sent: _____	Date copy of letter to SRS: _____

Notes: \_\_\_\_\_