



Suspension Appeal for Running Start

ctcLink ID#:	Name:	Date:
Phone Number:	Email:	

Instructions

Please fill out both pages of the form to the best of your ability. Share the completed form with your high school counselor. Appeals are due by 5 p.m. on the first day of the quarter.

Acknowledgement of Running Start Satisfactory Academic Progress Policy Requirements

I am appealing my suspension from the Running Start program. I was suspended for not meeting requirements in two consecutive quarters. If I fail to meet the requirements of the Running Start Satisfactory Academic Progress Policy for a third quarter, I will be permanently suspended from the Running Start program.

Student Signature:

Parent Signature:

Please initial to acknowledge each requirement:

	Quarterly GPA Requirement: You must meet a minimum quarterly GPA of 2.0.
	Satisfactory Completion of Courses Requirement: You must successfully complete and pass all courses you attempt. You must not receive a grade of: I (Incomplete), W (Withdrawal), V (Instructor Initiated Withdrawal), N (Audit), or U (Unsatisfactory).
	10th Day Requirement: You must complete all courses you are enrolled in after the 10th day of the quarter.

Please explain why you were unable to meet the requirements in the last two quarters. (3-5 sentences)

What are your academic goals and how will Running Start help you accomplish them? (3-5 sentences)

Please list your remaining high school graduation requirements.

Requirement	Credit(s)	Campus, Course
Example: English (IV/Senior)	1.0	Edmonds College, ENGL& 102

How do you plan to meet requirements and work towards your goals going forward? What changes have you made to improve your academic performance? (3-5 sentences)

Who is in your support system to help you meet these goals?

Recommended Habits and Resources

- Take a reasonable number of classes
- Read the course syllabus
- Write down and follow course deadlines
- Pay for classes
- Acquire books and course materials
- Use Canvas
- Check and read emails daily
- Set aside time to study in an appropriate environment
- Learning Support Center
- Services for Students with Disabilities
- Counseling Center or Wellness Center
- Triton Resource Hub (food pantry and emergency funding)
- Career and College Success Course (CCS 100)
- Advisor at college
- High school counselor

High School Counselor

I have reviewed the above appeal. This student has followed the appropriate process to receive support and may continue to participate in Running Start.

Counselor Signature:

Comments, concerns, and conditions for appeal (optional):

This information will be used to guide any interventions taken by the Running Start office.