



# SUSPENSION APPEAL INFORMATION AND INSTRUCTIONS

The Suspension Appeals Board will decide, based on your circumstances and documentation, whether you will be allowed to enroll at Lake Superior College. Being allowed to enroll “with financial aid eligibility” is determined by the Financial Aid Director independently of the Suspension Appeals Board decision. The one suspension appeal form is used for both appeals.

The **appeals process** consists of the following steps:

1. **You** read the Suspension Appeal Information and Instructions and complete the Suspension Appeal form.
2. **You** make an appointment to meet with a counselor by contacting the Student Services Center in person or by calling (218) 733-7603/1-800-432-2884, ext. 7603.
3. **You** meet with the counselor to review and discuss your situation. You must bring the completed appeal form AND appropriate documentation to the counseling meeting.
4. **The counselor** records her/his recommendations on the form and submits the appeal form and documentation to the Suspension Appeals board.
5. **The Board** reviews appeals in the order received.
6. **You** will receive a copy of the Board’s decision via U.S. mail to the current address listed on the submitted form.

## **Appointment with a Counselor:**

During this appointment you will discuss your prior academic record, the circumstances that led to your suspension, your written responses of appeal and develop an academic plan for success.

**Appeals to enroll at Lake Superior College** will be considered in cases where the student can demonstrate and document that the circumstances that led to his/her suspension no longer exist or impact the student.

**Appeals to enroll with financial aid eligibility** must be based on unusual or extenuating circumstances including, but not limited to: the death of an immediate family member, serious illness, hospitalization or injury to the student, student’s parents/spouse/children. Unusual/extenuating circumstances are defined as instances where the student had either limited or no control over the situation leading to his/her suspension.

## **Do you want to attend if denied financial aid?**

The suspension appeals form requires you to identify if you want to be considered for enrollment at Lake Superior College if your financial aid eligibility is denied.

If you answer “yes”, the Financial Aid Director will review your suspension appeal and render a decision in consultation with the Appeals Board.

If you answer “no”, the Financial Aid Director will review your suspension appeal in consultation with the Appeals Board. If your financial aid eligibility is denied, your appeal will not be forwarded to the Appeals Board for consideration.

**Returning students who have not been enrolled for one calendar year** are required to submit a new admissions application and are subject to all admission procedures.

This form can be provided in alternative formats upon request by contacting the Disabilities Coordinator in S1911 or by calling (218) 733-7650 or TTY (218) 722-6893.