

Questions about how to complete this form?
 Call 217-786-2237 or 800-727-4161.
www.llcc.edu/financial-aid

Return completed form to:
 LLCC Financial Aid
 5250 Shepherd Road
 Springfield, IL 62794-9256
financial.aid@llcc.edu
Electronic forms only accepted from LLCC email addresses.
 217-786-2229 fax

SUSPENSION APPEAL FORM

Student Information

STUDENT NAME (LAST, FIRST, MIDDLE INITIAL)	SSN OR STUDENT ID	DATE OF BIRTH
ADDRESS		
CITY	STATE	ZIP
PHONE NUMBER (INCLUDE AREA CODE)	EMAIL	

Read the Following Guidelines Before You Write Your Appeal.

The LLCC Suspension Appeals Committee may approve an appeal in individual cases if you can demonstrate that your failure to meet the minimum standard was caused by **extreme or unusual circumstances beyond your control, and you are now prepared to be successful in the classroom.**

The Suspension Appeals Committee will review all written requests for reinstatement if **all items** below are complete:

- Steps 1, 2 and 3 are complete as outlined on page 2 of this form.
- You have completed the current year FAFSA.
- You are not in default on student loans.
- You had unusual circumstances that were beyond your control that affected your performance during every semester of non-compliance, and you can show your circumstances are resolved and won't hinder your academic performance in the future.

You will be informed of the committee's approval or denial by email within 10 days of receipt at the email address you indicated at the top of this form. If your appeal is granted, you will be placed in a probationary status and will be required to maintain set standards while on probation, all which will be explained in your approval communication.

Below is a tool to help you identify information and documents required for your appeal. **Complete the grid before submitting your appeal.** Feel free to add additional lines if you need to:

UNSUCCESSFUL SEMESTER	EXPLANATION	THIRD PARTY DOCUMENTATION
<i>EXAMPLE: Fall 2017</i>	<i>Mother's Illness</i>	<i>Letter from mother's doctor</i>

Appeal Instructions

1. Make an appointment with your student success coach or academic success professional.
 - Have your student success coach print off your transcript and identify courses that led to the failure of complying with the Satisfactory Academic Progress (SAP) standards. This would be courses in which you have received a grade of F, D, I, W or RP.
 - Have your student success coach print out a program evaluation and determine the classes remaining to complete your degree/certificate.
 - Have your student success coach develop an academic plan to ensure you can meet the SAP standards as soon as possible.
2. Submit a typed statement explaining what extenuating circumstances occurred during **each** unsuccessful term, how the circumstances have been resolved and how you will ensure your success in the future.
 - Circumstances that will be considered in an appeal, include, but are not limited to:
 - Death of an immediate family member (spouse, mother, father, guardian, sibling or child)
 - Major medical issue experienced by the student or an immediate family member of the student (as designated above)
 - Involuntary call to active military duty
 - Domestic violence
 - Other extreme circumstances (case-by-case basis)
 - The following circumstances are not considered extenuating or beyond the students control, but based on personal choices:
 - Not knowing the deadline or procedure
 - Work conflicts
 - Incarceration resulting from a guilty verdict
 - Voluntary overtime
 - Not needing or wanting a class, not doing well in a class or having too heavy of a course load
 - Wishing to improve your GPA
 - Be sure to address the following in your letter:
 - Describe what extenuating circumstances occurred during **each semester** of non-compliance. (Refer to the transcript printed by your advisor for all courses where a grade of F, D, W, I or RP was earned.)
 - Be sure to explain how the extenuating circumstances have since been resolved and will no longer hinder your academic performance.
 - Include a detailed explanation of why you think you would be successful today including current and recent life successes (i.e., work, volunteering, family or other academic pursuits) which show your circumstances are now stable and you are prepared to be successful academically.
3. Provide third party documentation to support the extenuating circumstances during each semester where SAP requirements were not met.
 - Letter from a physician or counselor on letterhead indicating the dates you were under that individual's care (please do not submit medical files)
 - Copy of death certificate, obituary
 - Accident reports, police records, court record
 - Character reference letter from employer and/or professor

Letters from family, relatives and friends are not recommended. If this is the **ONLY** information that can be provided, you must meet with a financial aid advisor to determine what is acceptable.

Documents must be submitted per the requirements listed above; however, this **DOES NOT** guarantee approval. Appeals submitted without supporting documentation will be considered incomplete. You will not be provided an opportunity to meet in person with the committee. Therefore, it is important that your appeal includes all necessary information.

Your appeal will not be reviewed until **ALL** requested forms and documents have been submitted.

Signature

I have read the front and back of this suspension appeal form and understand that I must submit all required information in order for my appeal to be reviewed. I also certify under penalty of law that all the information I provided in this appeal is true and accurate.

STUDENT SIGNATURE (**REQUIRED – Sign printed form.**)

DATE