



Lander University Office of Admissions Appeal for Readmission

320 Stanley Avenue · Greenwood, SC 29649 · admissions@lander.edu · 864.388.8307 · fax: 864.388.8125

Name _____ Student ID Number L _____

Address _____ State _____ Zip _____

Cell Phone _____ Email _____

Last semester enrolled at Lander: _____ Fall _____ Spring _____ Summer Year _____

Semester you plan to re-enter Lander: _____ Fall _____ Spring Year _____

First suspension requires the student to sit out for one major semester (fall or spring)

Second suspension requires the student to sit out for two consecutive major semesters/ one academic year (fall and spring)

Previous Major _____ Intended/Current Major _____

Have you attended any institution since suspension? ___ No ___ Yes If yes, where _____

INSTRUCTIONS FOR COMPLETING AN APPEAL FOR READMISSION

All students who have served their term of academic suspension **must** be approved by the Admissions and Petitions Committee in order to return to Lander. In order for students to be considered for readmission by the Admissions and Petitions Committee, they must submit the following information:

1. Complete an application for admission (*online applications are preferred*)
2. Fill out the remainder of this form in its entirety and submit completed form to the Office of Admissions
3. If student attended another college while on suspension, a copy of that transcript must be submitted

*All documents **must** be submitted no later than August 1 for a fall readmission and December 1 for a spring readmission. Appeals not completed by these dates will not be accepted unless you can demonstrate circumstances beyond your control that prevented you from completing the process on time.*

Step One:

1. Explain what happened. · Identify the academic and non-academic obstacles, challenges, or circumstances that prevented you from achieving academic success in the previous semester. · In an organized response, provide an explanation for each of the obstacles, challenges, or circumstances you identify. Here is an example for a first sentence: There are four factors that prevented me from succeeding last semester: _____, _____, _____, and _____. Then go on to elaborate on each of these factors · Include sufficient supporting detail or “evidence.” For example, if you were ill during the semester, note the number of classes you missed due to your illness.
2. Prior to your suspension, what help (if any) did you seek out? This might include meeting with a professor or your advisor, using academic resources (tutoring, academic coaching, and/or writing center), or seeking the support of a counselor (on or off campus). Note how often you met throughout the semester, and how helpful it was and why.
3. What obstacles or challenges did you face during your previous enrollment period?

Step two:

Please provide evidence of a change in the situation that led you to perform poorly--the things that interfered with your ability to meet deadlines, go to class, or perform your best on assignments. How have things changed? Do not restate what you described in the preceding section; focus on how the issues have been resolved or improved or the circumstances changed. You can discuss behavioral changes and steps you have taken to improve your situation, but it is also important for you to show self-awareness and accept responsibility for the actions that led to your dismissal.

Step three:

Provide a specific plan for how you will improve your academic performance. This plan should include not just your intention or desire to improve, but the concrete steps you will take to help make that possible. Explain how you will deal with the obstacles you faced and also how you will plan for any challenges after re-enrollment. Identify specific campus (or other) services that you will seek out. These could include your academic advisor, the counseling center (or other mental health professionals), academic resources (Student Success Center, Writing Center, faculty office hours, etc.). Explain why you will use these services and how often. Your plan could include, among other actions, creating a weekly study plan, reviewing requirements for a major, or creating or refining a 4-year plan.

Step four:

Provide documentation for the issues named above that can help demonstrate what happened and/or what you plan to do next semester to improve your performance. The committee usually denies appeals that arrive with no supporting documentation. Supporting documents might include medical forms. They may also include letters from the following: an employer; a professor or advisor; a coach; a doctor or mental health professional showing dates of treatment and suitability for returning to school.

Student Signature: _____ Date: _____

Student's Right to Appeal

Students have the right to seek specific relief from the application of the academic policy of the University. To do so, the student must submit the request in writing on an Appeal for Readmission form to the Office of Admissions. The request should include a concise description of the circumstances which have led to the request and any required or suggested supporting documentation. At a minimum, the following deadline must be observed:

- **Appeal for Readmission forms and supporting documents must be submitted no later than August 1 for a fall semester readmission and December 1 for a spring semester readmission.** Students can appeal for readmission only to a fall or spring semester. Appeals not completed by these dates will not be accepted unless you can demonstrate circumstances beyond your control that prevented you from completing the process on time. Additional instructions are on the front of this form.

Transfer Credit

Credit earned at other institutions while a student is on academic suspension from Lander can be applied toward a degree from Lander University provided the student meets the transfer student admissions GPA requirement and the courses are transferable. Credits earned at other institutions cannot be used for improving the Lander University GPA.

Financial Aid and Readmission

A successful appeal for readmission does not guarantee aid eligibility. Readmitted students wishing to receive aid must have the annual FAFSA application on file and should contact the Office of Financial Aid to determine whether they are meeting Satisfactory Academic Progress (SAP) requirements for financial aid. Students may be required to file a **separate Financial Aid SAP Appeal** in order to be eligible for financial aid. Please check your Bearcat Web account for outstanding financial aid requirements and contact the Office of Financial Aid if you have any questions.
