



ACADEMIC SUSPENSION APPEAL PROCESS

- **Submit a typed letter or email of appeal to the Dean of Student Development addressing all of the following:**
 - **Name, program, student ID number, and contact information (address, phone number and email address)**
 - **Financial Aid status – do you receive financial aid or benefits from a third party funding source? (Veterans/dislocated worker, etc.)**
 - **What are your professional goals?**
 - **A reflection of the choices, behaviors and circumstances that prevented you from successful completion of courses/programs that led you to being placed on academic suspension.**
 - **What resources have you used at Western to address your academic success (If you have met with a Western counselor, name of counselor, etc.); or, if you are unaware of the services, were there barriers that did not allow you to utilize such assistance.**
 - **Your plan for change and improvement in order to be academically successful. (If you need help in this process, a Western Counselor is available to consult with you about developing your plan.)**
- **Letter must include your original signature (if sending email – you may scan in your signature)**
- **Send letter to:**

**Dean of Students
Western Technical College
PO Box C-908
La Crosse WI 54602-0908**

Or

Email McNeelyS@westerntc.edu – Your letter must be sent as an attachment to the email.

- **You will be contacted by the college to schedule a meeting once your letter has been received.**