

APPEALS PROCESS

Final Institutional Appeals

Students, Student organizations, or appointed officers of the LSSC Student Government Association who wish to appeal a decision or action to the Vice President of Enrollment & Student Affairs must do so within ten (10) business days of receipt of the final administrative action or decision to request a formal hearing.

The written appeal request must contain:

1. A description of the specific administrative action or decision that is being appealed
2. A statement outlining the background of the case and the basis for the appeal, including all pertinent facts and documentation that the student wishes the Vice President of Enrollment & Student Affairs to consider
3. An explanation of the steps taken by the student in an effort to resolve the grievance informally
4. An explanation of the resolution or administrative action being sought by the student

The failure of a grievant to comply with the specified time frames outlined in this procedure shall terminate the proceedings, and the decision most recently rendered will become final.

The Vice President of Enrollment & Student Affairs or their designee will prepare a formal letter detailing a finding for or against the grievant, along with any recommendations for resolving or terminating the matter.

The grievant will be notified of the final decision via LakeHawk email within ten (10) business days of the conclusion of the hearing. The decision of the Vice President of Enrollment & Student Affairs is final, and no further appeals can be made.

Matters Governed by Separate Procedures

1. **Student grade appeals** are to be resolved in accordance with LSSC Administrative Procedure 3-07 (https://www.lssc.edu/wp-content/uploads/PRO_3-07.pdf).
2. **Discrimination complaints** are to be addressed in accordance with LSSC Administrative Procedure 2-07 (https://www.lssc.edu/wp-content/uploads/PRO_2-07.pdf).
3. **Student administrative appeals** utilize established guidelines in Administrative Procedures 4-08 (https://www.lssc.edu/wp-content/uploads/PRO_4-08.pdf) and 4-07 (https://www.lssc.edu/wp-content/uploads/PRO_4-07.pdf).
4. **Academic standing appeals** are addressed in accordance with LSSC Administrative Procedure 4-06 (https://www.lssc.edu/wp-content/uploads/PRO_4-06.pdf).
5. **Dual enrollment policy exception appeals** are outlined in the annual articulation agreements for Lake County Public Schools, Sumter County Public Schools, private & home schools, The Villages High School, and Pinecrest Lakes Academy.