



Satisfactory Academic Progress Suspension / Maximum Time Frame Appeal

Counseling and Advising Office
T-2500
612-659-6700
www.minneapolis.edu/saphelp

Students have the right to appeal their suspension. **You must complete this appeal in its entirety and submit it by the published deadline in order to be considered for approval. Appeal results and follow-up will be sent via email.** Check your email regularly for notification.

Name: _____ Student ID: _____
Last First MI
Email Address: _____
Term & Year Requesting Reinstatement: _____ Current Major: _____

Complete the boxes below to identify your suspension appeal type(s) and your current academic information.

I am appealing my (check ALL that apply)

- Academic Suspension:** earned less than a cumulative 2.0 GPA and/or failed to complete 67% of all courses attempted.
- Financial Aid Suspension:** projected cumulative GPA and/or completion rates indicate you will not graduate within 150% of the credits required for your program.
- Maximum Time Frame Suspension:** attempted, but did not complete, 150% of program credit requirements.
- Suspension from a previous college or university.

Suspended students **may appeal based on extenuating circumstances that occurred during the term in which you did not meet academic standards.** **NOTE:** *Extenuating circumstances DO NOT include lack of funds, employment schedule, marital status, child care, transportation, failure to understand or adhere to college policy, or dissatisfaction with an instructor or course.* In the box below **indicate your extenuating circumstance(s).** **Supporting documentation is required.**

I am appealing based on (check ALL that apply; attach appropriate supporting documentation)

- Personal physical health or mental health issue:** attach health providers' statement written on official letterhead
- Death of your parent, spouse, sibling, child, or other immediate family member:** attach death certificate or obituary
- Military call up for active duty:** attach copy of official military orders
- Family/relationship crises:** attach court or legal documentation
- Disability issue not previously diagnosed or documented:** attach documentation verified by Disability Service Center
- Natural disaster, including flood, fire, or tornado:** attach insurance documentation
- Job loss:** attach unemployment verification or employer termination letter
- Recent academic success at another college or university:** attach transcript
- Change of major or academic goal (for Maximum Time Frame only):** attach updated DARS report and graduation plan
- Other:** _____

Please type and attach your responses to the following questions. Include appropriate supporting documentation.

1. What were the extenuating circumstances that led to your suspension? Explain each term your GPA was below 2.0 and/or you completed less than 67% of your credits.
2. What have you done to prevent these circumstances from occurring again? What will you do differently to ensure your success? What support systems do you now have in place?
3. **For Maximum Time Frame Suspensions only:** If you changed your major or are pursuing an additional degree, explain why and provide a plan for program completion.

All appeals must **include an Academic Plan**. Your academic plan must **address all your extenuating circumstances** and must **align with your academic/career goals**. In addition, your academic plan must state you will earn minimum term standards of 2.5 GPA and 100% completion rate. In the box below, record your plan for success.

I have or will commit to the following for my Academic Plan:

- Earn the minimum term standards (2.5 GPA and 100% Completion) (REQUIRED)
- Meet with my counselor at least two times during the term to review my progress (REQUIRED)
- Enroll for no more than 8 credits. (REQUIRED for Financial Aid Suspension and Academic Suspension – may not apply to Maximum Time Frame Suspension)
- Enroll only in courses required by your academic program (REQUIRED)
- Repeat courses in which I previously earned a D or F grade (Note: This will increase GPA, but lower Completion Rate)
- Enroll in courses designed to improve student success, such as those in areas of FYST or STSK
- Access and use College Learning Center
- Access and use College Disability Services
- Participate in workshops or special offerings designed to enhance student enrichment and success
- Other _____

I plan to enroll in the following courses (include courses you plan to repeat and student success courses you plan to take)

Course Name and Number	Credits	Total Credits

By signing below I certify my understanding that 1) if my appeal is approved, I will agree to adhere to all conditions listed in the determination notification and 2) if I choose not to attend classes at MCTC, I understand I am responsible for dropping my classes by the drop deadline and will be responsible for any charges.

Student Signature: _____ Date: _____

APPEAL RESULTS – COLLEGE USE ONLY

Assessment of Appeal and Academic Records	Yes	No
Appeal has clearly identified extenuating circumstances (as defined on the front of this form) and includes supporting documentation	<input type="checkbox"/>	<input type="checkbox"/>
Appeal includes a well-thought out academic plan that resolves extenuating circumstances and aligns with academic goals (the College may amend the academic plan as needed)	<input type="checkbox"/>	<input type="checkbox"/>
Past academic record at MCTC or elsewhere shows the ability to be academically successful	<input type="checkbox"/>	<input type="checkbox"/>
This is the student's first suspension OR the student has met conditions of previous appeal	<input type="checkbox"/>	<input type="checkbox"/>
Other (i.e. statement of support by College official or other evidence of academic success)		

Appeal is

Approved for _____ Term, Year. All conditions within the Academic Plan section as specified by you and affirmed or amended by the College apply to your probationary term.

If Maximum Time Frame, approved through (term, year): _____

Denied based on deficiencies noted in the assessment of your appeal. If you have new information or disagree with the outcome of your appeal, you may submit a new appeal for a future term.

Signature of College Official _____ Date _____