



# Transfer Student Admissions Appeal

Submit completed appeals to:

Counseling & Advising –  
T.2500  
612-659-6282  
www.minneapolis.edu

Transfer applicants have the right to appeal their academic or disciplinary suspension(s) at a previous college/university in order to seek admission at Minneapolis Community and Technical College (MCTC). **We will not accept an appeal if you have a previous financial balance at another college/university.** You must complete this appeal in its entirety and submit it along with required supporting documentation and previous college transcripts (non-MnSCU) to be considered for approval. Appeals are accepted and reviewed year around; However, appeals received after the following dates are considered for the next term: **Summer:** May 1 / **Fall:** August 1 / **Spring:** December 1

## TIPS FOR A SUCCESSFUL APPEAL

1. Have a typed statement with your responses.
2. Make sure you discuss each semester where you did not meet the minimum requirements of a 2.0 GPA and/or 67% completion rate.
3. Attach documentation that supports your responses.
4. Include documentation to show evidence of your support system. This may include a letter of support.
5. Check your e-mail account for notification of the decision.

### PLEASE PRINT CLEARLY

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First MI

Email Address: \_\_\_\_\_

Term & Year Requesting Admission: \_\_\_\_\_ Current Major: \_\_\_\_\_

Your appeal must be based on the extenuating circumstances that affected your academic progress. **Supporting documentation is required.**

**NOTE:** Extenuating circumstances DO NOT include lack of funds, employment schedule, marital status, child care, transportation, non-attendance, failure to understand or adhere to college policy, failure to correctly process web registration activity, dissatisfaction with instructor and/or course, or failure to meet prerequisites or placement.

**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 Services
- 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
- Disciplinary hold in regard to a suspension or expulsion from a MnSCU Institution:** attach disciplinary outcome notification
- Other (please list):** \_\_\_\_\_

**On a SEPARATE SHEET OF PAPER, please TYPE and attach your responses to the following questions. Include appropriate supporting documentation and transcripts from any other colleges/universities attended (except MnSCU).**

1. What were the reasons (extenuating circumstances) that led to your suspension(s)? Explain **each term** your GPA was below 2.0 and/or you completed less than 67% of your credits due to withdrawals or failing grades. If suspension was for disciplinary reasons, provide a detailed explanation of the circumstances that led to a disciplinary suspension or expulsion from your prior institution(s).
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? What services will you access to assist you?
3. Briefly describe your academic and/or career goals.

If my appeal is approved, I plan to enroll in the following courses—maximum 8 credits or 2 courses (include courses you plan to repeat and student success courses you plan to take).

Course Name and Number (i.e. FYST 1100 Strategies for College Success)	Credits	Total Credits
		8 credits or 2 courses max.

**If your appeal is approved you are required to meet the following during your first term of enrollment:**

- Cumulative GPA of 2.5 or higher
- No withdrawals – 100% completion rate
- Enroll only in courses required by your academic program

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: \_\_\_\_\_

**BELOW IS FOR COLLEGE USE ONLY**

**Student Services Staff:** Before accepting, please review with person submitting appeal and complete the following questions:

Are the typed statement and supporting documents attached?  No (Do not accept)  Yes

Are there any financial holds?  No  Yes (Do not accept—must resolve before submitting)

Are there current placement tests on record?  No, needs to test  Yes

Have they attended an on-campus orientation?  No  Yes \_\_\_\_\_ insert date attended

**Print and attach all WebNow and MnSCU eTranscripts to appeal form.**

Appeal received/processed by: (name/initials) \_\_\_\_\_

**Date stamp and put in Transfer Suspension bin for committee review.**

**APPEAL RESULTS – APPEAL COMMITTEE 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		
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)		
Past academic record shows the ability to be academically successful		
This is the student's first suspension OR the student has met conditions of previous appeal		
Other (i.e. statement of support by College official or other evidence of academic success, suspension occurred three or more years ago):		

**Appeal Decision:**

**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.

**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: \_\_\_\_\_