Satisfactory Academic Progress (SAP)

Frequently Asked Questions

I received notice of suspension. Now what?
You are required to appeal to attend Anoka Technical College. If you plan to attend another institution within the Minnesota State system, you must file an appeal with that school. The appeal is your chance to share your story with the Satisfactory Academic Progress (SAP) review committee. This includes information about your situation at the time of the suspension, what has changed, and how you will be successful moving forward. Be sure to attach documentation to support your appeal and complete all parts of the appeal and contract. **Note that appeals submitted without the required documentation may not be reviewed.**

Who can help me with the appeal and answer questions about Satisfactory Academic Progress?
Contact the College Counselor (763-576-4036), the Retention Specialist (763-576-7710) or an Enrollment and Success Coach (763-576-7710) for help.

Where do I submit my appeal?
Submit the appeal and all supporting documentation to the Records Office in person, email to Registrar@anokatech.edu or fax to 763-576-7721.

What is the deadline to appeal?
See ATC’s website at [http://www.anokatech.edu/StudentServices/Services/RecordsRegistration/SAPStandards.aspx](http://www.anokatech.edu/StudentServices/Services/RecordsRegistration/SAPStandards.aspx) for appeal deadlines. You are encouraged to submit your appeal early for timely results.

How will I know the results of my appeal?
We will email your appeal results to the email address on the appeal form.

Who do I contact with questions about my appeal status?
Contact the Records Office at 763-576-7740 or Registrar@anokatech.edu

How can I learn more about satisfactory academic progress (SAP)?
See ATC’s website at [http://www.anokatech.edu/StudentServices/Services/RecordsRegistration/SAPStandards.aspx](http://www.anokatech.edu/StudentServices/Services/RecordsRegistration/SAPStandards.aspx).

How do I find my GPA, calculate my credit completion rate, and print my unofficial transcript(s)?
See ATC’s website at [http://www.anokatech.edu/StudentServices/Services/RecordsRegistration/SAPStandards.aspx](http://www.anokatech.edu/StudentServices/Services/RecordsRegistration/SAPStandards.aspx). Look under the Satisfactory Academic Progress Resources heading for more help.
Satisfactory Academic Progress (SAP) Appeal & Contract

**Use black ink and print legibly**

1. Student Information

   Name: ___________________________ Student/Star ID: _______ _______ _______ _______ _______ _______

   Program Major: ________________ Planned Graduation Year: ________________

   Phone: __________________________ Email: ________________________________

   The goal of the appeal is to help the college understand your situation, what has changed, and how you will be successful moving forward. Be sure to attach documentation to support your appeal. Note that appeals submitted without the required documentation may not be reviewed.

2. Type of appeal, factors related to suspension, and documentation requirements

   I am appealing to attend:  ☐ Fall  ☐ Spring  ☐ Summer  Year: ______________________

   I am appealing my: (check all that apply):

   ☐ Academic and Financial Aid Suspension at Anoka Technical College
   ☐ Financial Aid Suspension only at Anoka Technical College
   ☐ Suspension from a previously-attended Minnesota State college or university

   Factors related to suspension: (check all that apply)  Some examples of documentation include:

   ☐ Personal physical or mental health issue  ► Health provider statement or after-visit summary

   ☐ Illness or death of family member  ► Health provider statement, death certificate, obituary

   ☐ Personal or family crisis  ► Court or legal document

   ☐ Limited basic skills (math/reading/writing)  ► Improved placement test scores; Adult Basic Ed enrollment verification

   ☐ Too many credits (with other responsibilities)  ► Letter from employer; transcript showing recent academic success

   ☐ Called up to active military duty  ► Copy of military orders

   ☐ Other: __________________________  ► Depends on the situation

3. Academic History (Attach transcripts from all Minnesota State colleges you have attended. All courses must be graded.)

   At the school of my most recent suspension, my overall/cumulative GPA was ______ and my overall/cumulative credit completion rate was ________%.

   For the term that resulted in my most recent suspension, my term GPA was ________ and my term credit completion rate was _______%.

   Note that the satisfactory academic progress standards require that you complete 67% of all credits attempted and earn an overall/cumulative GPA of 2.00 or above.

   This is my first academic suspension from any school:  ____ Yes  ____ No

   I have demonstrated academic success since my suspension and am attaching a transcript from that school.  ____ Yes  ____ No

   Continued on next page

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Anoka Technical College is an affirmative action, equal opportunity employer and educator, and a member of the Minnesota State Colleges and Universities system.

This document is available in alternative formats to individuals with disabilities by calling 763-433-1100, TTY: 7-1-1 or 800-627-3529. Rev. 5/2018
Satisfactory Academic Progress (SAP) Appeal & Contract **Use black ink and print legibly**

Student Name: ___________________________ Student/Star ID#: ____________

4. Contract for Academic Success

For the next term, I commit to a term GPA of _________ or higher. While on probation, I understand that I must complete 100% of the courses for which I am registered and earn a term GPA of 2.50 or above. If I fail (F, FN, FW), withdraw from (W), or receive an incomplete (I) grade in any course, I may be suspended at the end of the term.

Planned registration for the next term:

<table>
<thead>
<tr>
<th>Course name/number</th>
<th># of credits</th>
<th>Course name/number</th>
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Weekly time commitment:

Number of credits | Class/Study Hours | Employment Hours per week | Total weekly commitment

|   |               |                           |                      |

Self-Management/Academic Skills

To improve my academic performance and reach my goal for the term, I commit to the following:

☐ Attend every class  ☐ Set grade goals for every class
☐ Complete all assignments before due date  ☐ Communicate regularly with instructors
☐ Use a daily planner to stay organized  ☐ Find and use a quiet place to study
☐ Enroll in fewer credits  ☐ Request help when needed
☐ Create and use study groups  ☐ Other: ________________________________

Campus Resources

To improve my academic performance and reach my goal for the term, I commit to accessing the following resources:

☐ Faculty Advisor  ☐ Adult Basic Education
☐ Peer Tutoring  ☐ Library
☐ Enrollment & Success Coach  ☐ Veterans Services
☐ Counselor  ☐ Financial Aid Office
☐ Disability Services  ☐ Other: ________________________________
☐ Job Placement Services

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Appeal & Contract

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5. Type-written statement

☐ I have included a typed statement (typically one or two pages) that answers these questions:
   - What factors or circumstances contributed to my academic suspension(s)? (address all suspensions)
   - What has changed or what have I done to make sure these issues no longer interfere with my academic progress?
   - What are my academic and career goals?
   - What is my plan to achieve my academic goals, including strategies that will help me to earn a 2.5 term GPA and to complete all of my courses?

6. Completion of Appeal & Contract Form

I have attached:
   - ☐ A type-written statement
   - ☐ Unofficial transcripts/academic records from all Minnesota State colleges attended
   - ☐ Documentation supporting my appeal. (Note that appeals submitted without adequate documentation may not be reviewed. See page 1 of Appeal & Contract form for suggested documentation.)

By signing this form, I certify that all the information provided is complete and accurate, and I commit to earning a term GPA of 2.5 or higher and completing all courses. I understand that the Contract for Academic Success (Part 4) will be shared with my academic advisor(s).

Student Signature (required): ___________________________ Date: ________________

Submit to the Records Office in person, email to registrar@anokatech.edu or fax to 763-576-7721