



Student ID: \_\_\_\_\_

### Satisfactory Academic Progress Appeal

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 for your suspension and reinstatement term to be considered for review and approval. Appeal results will be sent via e-mail.** Check your e-mail regularly for notification.

Name: \_\_\_\_\_  
Last First Middle E-mail Address

Term and year of Reinstatement:  Summer  Fall  Spring Year: \_\_\_\_\_

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
- Financial Aid Suspension
- Maximum Time Frame Suspension
- Suspension from a previous college or university

My current cumulative GPA is \_\_\_\_\_  
 My current cumulative completion rate is \_\_\_\_\_  
 This is my FIRST academic suspension Yes\_\_\_ No \_\_\_  
 My program/major is \_\_\_\_\_

Students suspended **may appeal based on extenuating circumstances.** Extenuating circumstances DO NOT include lack of funds, employment schedule, 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 on official letterhead
- Death of your parent, spouse, child, or other immediate family member** – attach death certificate or obituary
- Military call up for active duty** – attach copy of official military orders
- Family/Personal crisis** – 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
- Recent academic success at another college or university** – attach transcript
- Change of major or academic goal (for Maximum Timeframe only)** – attach updated DARS report
- Other** \_\_\_\_\_

Please attach a written or typed statement of how your circumstance(s) prevented you from making progress and what you have done to prevent those circumstances from interfering with your progress again. Please make sure you **meet with a Counselor to complete a SAP Contract for Academic Success prior to submitting this form.**

All appeals must include a SAP Contract for Academic Success. Your SAP Contract must address all extenuating circumstances and align with your academic and career goals. In addition, your SAP contract must state you will either 1) meet minimum cumulative standards of 2.0 GPA and 67% completion OR 2) earn minimum term standards of 2.5 GPA and 100% completion.

**By signing below, I certify that my appeal is truthful and complete, and if approved, I will adhere to my SAP Contract for Academic Success.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Appeal Results – College Use Only**

Assessment of Appeal and Academic Records	Yes	No
Appeal has clearly identified extenuating circumstances 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)		
Appeal was submitted by the deadline		
Past academic record at Anoka Tech or elsewhere shows the ability to be academically successful		
This is the student's first suspension OR the student has met the conditions of previous appeal		
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 SAP Contract for Academic Success as specified by the student or amended by the College apply to the student's probationary term. The student must follow-up with the Counselor within the probationary term. Call (763) 576-4830 to schedule an appointment.

**Denied** based on deficiencies noted in the assessment of the appeal. If you have new information, you can resubmit a new appeal. If you believe your appeal was denied without cause, you may request a review of your appeal by the Dean of Student Affairs.

Comments

\_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Registrar or FA Director \_\_\_\_\_ Date \_\_\_\_\_

**Successful completion is defined as 2.5 GPA and completing 100% of enrolled courses.**