



**Minnesota
North College**
A Member of Minnesota State

Satisfactory Academic Progress (SAP) Appeal

Minnesota North College
Records Office
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Student Information

Full Name: _____

Last

First

Middle

Current Address: _____

Address

City

County

State

Zip

Home Phone: (____) _____ Cell Phone (if different): (____) _____

Email Address: _____ Date: _____

Star ID: _____ or Tech Number: _____

Campus: Select one campus

- Hibbing
- Itasca – Grand Rapids
- Mesabi – Eveleth
- Mesabi – Virginia
- Rainy River – International Falls
- Vermilion – Ely
- Minnesota North College – Online

Semester I wish to return: Fall Spring Summer Year: _____

Check type of suspension appeal:

- Academic
- Financial Aid
- Academic and Financial Aid

Appeal Process

You are on a suspension status for not having met satisfactory progress standards as stated in the Minnesota North College student handbook. The satisfactory academic progress policy is located on the Minnesota North College website – please review this if you want further details. You may be allowed to continue at the college in certain situations or in the event of extenuating circumstances.

Please Note: Financial aid requires that your appeal MUST be based on extenuating circumstances. Extenuating circumstances are situations that are out of your control and were not present at the time of your initial enrollment at Minnesota North College including but not limited to death in the family, personal injury/illness, or call to active military duty.

Appeal Criteria

I am appealing based on:

- Personal, physical, or mental health issue
- Death of a family member close friend
- Military call up for active duty
- Family/relationship crisis
- Childcare
- Natural disaster, including flood, fire, tornado, etc.
- Job insecurity
- Housing insecurity
- Change in personal circumstance for those returning to college after an extended period of time, coupled with a well-developed academic plan for success
- In his/her most recent semester, student successfully completed a minimum of 75% of attempted credits and earned a minimum 2.30 GPA while enrolled in a minimum of one course of three credits or more
- Other (*explain in attached document referenced in next step*)

(Turn Over)

Appeal Information – Create a separate document that includes the following:

- Provide a well thought out and **detailed explanation of your extenuating circumstances and how those circumstances affected your progress, and explain what has changed that will help improve your academic success.** Be sure to address all terms in which your progress was not satisfactory. If this is not your first appeal, specifically address why you were not able to meet the academic success plan that you committed to in your last appeal.

- Explain your plans for academic success in future terms. All academic plans require that you will meet the minimum probation standards each term (2.3 GPA and 75% completion) until you have met the overall college cumulative standards (2.0 GPA and 67% completion). Specifically address the checked items below in your plans for academic success.

Note: A short paragraph or two will not provide enough information and may result in a denied appeal. Present ALL pertinent information in your appeal, as requests for more information will delay the appeal process.

Check any of the items below that you are willing to do as part of your probationary academic plan. Be aware that by checking these items you are committing to doing these during your academic probation.

- Meet with an advisor/counselor during the term to review my progress
- Enroll for a reduced course load – take fewer credits
- Repeat courses in which I previously earned a D or F grade
- Utilize tutoring services or tutor.com
- Utilize accommodations available from Accessibility/Disability Services
- Participate in workshops or other student success offerings
- Apply for TRIO Student Support Services
- Reduce the number of hours you work per week
- Consider the delivery method of courses (online/in-class/ hybrid)

Supplemental Documentation

Attach documentation that supports your appeal. Supporting documentation for extenuating circumstances includes but is not limited to:

- Health providers statement on official letterhead
- Death certificate or obituary
- Copy of official military orders
- Court or legal documentation
- Documentation from childcare provider
- Letter of support from Accessibility/Disability Services Office on campus
- Copy of insurance claim and/or media report
- Unemployment verification or termination letter, or letter from an employer
- Eviction notice, letter from a shelter, social worker
- Letter of support from someone that confirms your commitment to your educational goals and why school is a good option for you at this time
- Include documentation that supports any extenuating circumstances you outlined in your personal statement

By signing this form, I certify that I have read the Minnesota North College Satisfactory Academic Progress policy and that the information I have provided is accurate, true, and complete. I understand that I am responsible for making necessary payment arrangements for any charges I owe Minnesota North College regardless of the outcome of my appeal.

Student Signature: _____ Date: _____

Counselor/Advisor: _____ Date: _____

*****Email this completed form with documentation to records@minnesotanorth.edu *****