

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 a College Counselor (763-576-7860), the Completion Coach (763-576-4224) or a 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> 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>.

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>. 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

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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:

<u>Course name/number</u>	<u># of credits</u>	<u>Course name/number</u>	<u># of credits</u>

Weekly time commitment:

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

x 3 =
 +
 =

Self-Management/Academic Skills

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

- | | |
|---|---|
| <input type="checkbox"/> Attend every class | <input type="checkbox"/> Set grade goals for every class |
| <input type="checkbox"/> Complete all assignments before due date | <input type="checkbox"/> Communicate regularly with instructors |
| <input type="checkbox"/> Use a daily planner to stay organized | <input type="checkbox"/> Find and use a quiet place to study |
| <input type="checkbox"/> Enroll in fewer credits | <input type="checkbox"/> Request help when needed |
| <input type="checkbox"/> Create and use study groups | <input type="checkbox"/> Other: _____ |

Campus Resources

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

- | | |
|---|--|
| <input type="checkbox"/> Faculty Advisor | <input type="checkbox"/> Adult Basic Education |
| <input type="checkbox"/> Tutoring Services | <input type="checkbox"/> Library |
| <input type="checkbox"/> Success Coach | <input type="checkbox"/> Veterans Services |
| <input type="checkbox"/> Counseling Services | <input type="checkbox"/> Financial Aid Office |
| <input type="checkbox"/> Accessibility Services | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Career Services | |

Satisfactory Academic Progress (SAP)**Appeal & Contract******Use black ink and print legibly******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