

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL & CONTRACT INSTRUCTIONS

Assistance with Appeal Forms: Counselor (763-576-7860) or an Enrollment and Success Coach (763-576-7710)

Submit all SAP materials to: Office of Records & Registration or send by email to Registrar@anokatech.edu

Appeal Results: You will be emailed results to the address on file with the college. To update your email address, contact the Office of Records & Registration.

Questions about Appeal Status: Office of Records & Registration, 763-576-7740 or Registrar@anokatech.edu

- Complete section **1: Student Information**
- Complete section **2: Appeal & Documentation Information**
 - Check the reason for your appeal and the type of documentation you are providing
 - **Your appeal may not be reviewed if appropriate documentation is not included**
- Print a copy of your Academic Record/Transcript(s)
 - You are required to submit transcripts for all MnSCU (MN State College and University) institutions you have attended
 - Visit: www.mnscu.edu to check if your previously attended college was a MnSCU college
- Complete section **3: Academic History**
 - All grades must be posted to your Academic Record/Transcript(s) (no “Z” or in progress grades) in order to be reviewed
 - **Satisfactory Academic Progress requires a minimum 2.0 cumulative GPA and a minimum 67% cumulative completion rate**
- Complete section **4: Contract for Academic Success**
 - **If your appeal is approved you will be allowed to enroll for the upcoming term on a probationary status**
 - Provide the number of credits that you plan to complete in your next term if your appeal is approved
 - **100% term completion rate will be required for all students on probation**
 - Provide the term GPA that you aim to achieve in your next term if your appeal is approved
 - **2.5 term GPA or higher will be required for all students on probation**
- Complete sections **5: Typed-written Statement**
 - This statement is your chance to share your story with the review committee. Include what you feel is important for them to know about your past experiences, future plans and goals.
 - The statement must be typed (computers and printers are available if needed). It is suggested, but not required, that your statement be within one page in length.
- Complete section **6: Completion of Appeal & Contract**
 - **Attached all required paperwork**
 - Sign the appeal on the “Student Signature” line
 - **Your appeal will not be reviewed if you do not sign**
 - You have the option of meeting with someone in Student Services to review your appeal materials
 - To schedule a meeting with the Counselor call 763-576-7860, the Counselor may also meet with students on walk-in basis if time allows
 - Enrollment and Success Coaches are available on a walk-in basis

**SATISFACTORY ACADEMIC PROGRESS (SAP)
APPEAL & CONTRACT FORM**

1. Student Information

Student ID#: _____ Program Major: _____
Name: _____ Planned Graduation Year: _____
Phone: _____ Email: _____

2. Appeal & Documentation Information

I am appealing to enroll: 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 previous MnSCU college or university

I am appealing based on (check all that apply):

- | | |
|-------------------------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Personal physical or mental health issue..... | Documentation required and attached: |
| <input type="checkbox"/> Death of family member..... | Health provider statement on official letterhead |
| <input type="checkbox"/> Military call up for active duty..... | Death certificate or obituary |
| <input type="checkbox"/> Personal/family crisis..... | Copy of military orders |
| <input type="checkbox"/> Personal disability issue..... | Court or legal document |
| <input type="checkbox"/> Natural disaster..... | Documentation verified by Disability Services |
| <input type="checkbox"/> Recent academic success at Anoka Tech..... | Insurance claim |
| <input type="checkbox"/> Recent academic success at another college/university..... | Academic record/transcript |
| <input type="checkbox"/> Other: _____ | Academic record/transcript(s) |
-

3. Academic History (attach all required academic records/transcripts)

My last term GPA: _____ My last term completion rate: _____%

My cumulative GPA: _____ My cumulative completion rate: _____%

My cumulative GPA meets the required 2.00 or above for satisfactory academic progress:

Yes No

My cumulative completion rate meets required 67% or above for satisfactory academic progress:

Yes No

This is my first academic suspension:

Yes No

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SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL & CONTRACT FORM

4. Contract for Academic Success

Goal

For the next term, my goal is to complete _____ credits with a term GPA of _____.

- I commit to completing 100% of the courses that I register for in order to improve my completion rate.
- I commit to earning a term GPA of 2.50 or above to improve my cumulative GPA.

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"/> Student Success Center | <input type="checkbox"/> Faculty Advisor |
| <input type="checkbox"/> Peer Tutor/Mentor | <input type="checkbox"/> Writing Center |
| <input type="checkbox"/> Enrollment & Success Coach | <input type="checkbox"/> Math Lab |
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Academic Resource Center |
| <input type="checkbox"/> Disability Services | <input type="checkbox"/> Veterans Services |
| <input type="checkbox"/> Job Placement Services | <input type="checkbox"/> Financial Aid Office |
| <input type="checkbox"/> Adult Basic Education | <input type="checkbox"/> Other: _____ |

5. Typed-written Statement

- I have completed a typed statement that includes:
- Description of what impacted my academic success in the past
 - Description of what I have done to make sure previous issues no longer interfere with my academic success
 - Description of my goals and my plans to achieve them

6. Completion of Appeal & Contract Form

I have attached:

- A typed-written statement
- Required MnSCU (Minnesota State Colleges and Universities) academic record/transcript(s)
- Any required documentation

Student Signature **(required)**: _____ Date: _____

Submit to: The Office of Records and Registration
763-576-7740 or Registrar@anokatech.edu

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