

# Second Appeal

## Satisfactory Academic Progress (SAP)



This form is used to appeal a decision made by the SAP committee. Use this form when the SAP committee has denied your first appeal or has approved the appeal with conditions with which you do not agree. Your second appeal will be reviewed by the Dean of Student Affairs. Submit this form to the Records Office in person, email to [registrar@anokatech.edu](mailto:registrar@anokatech.edu) or fax to 763-576-7721.

### 1. Student Information

Name: \_\_\_\_\_ Student/Star ID: \_\_\_\_\_  
Program Major: \_\_\_\_\_ Planned Graduation Year: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

I am submitting a second appeal for my (check all that apply):

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

I am appealing to attend: Fall  Spring  Summer  Year: \_\_\_\_\_

**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. Type-written Statement

- I have completed a new typed statement that includes:
  - Description of why I do not agree with the SAP committee decision
  - Additional information not included with the first appeal

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 of my original appeal) will be shared with my academic advisor(s).

Student Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

## Approved:

- Registration
- Financial Aid

### With the following conditions:

- Limited credit load of: \_\_\_\_\_
- Meet with program advisor to discuss courses and credit load.
- Meet with one or more of the following:  
Counselor Erica Stene at 763-576-4036 and [estene@anokatech.edu](mailto:estene@anokatech.edu),  
Retention Specialist Lucas Erie at 763-576-4032 and [lerie@anokatech.edu](mailto:lerie@anokatech.edu)  
Success Coach Melissa McCarty at 763-576-4098 and [mmccarty@anokatech.edu](mailto:mmccarty@anokatech.edu)
- Other: \_\_\_\_\_

## Denied:

- Registration
- Financial Aid

**Next steps if your appeal was denied:** If you want to attend a future semester, you will need to submit an updated appeal for that semester.

Signature of Dean of Student Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into ISRS: \_\_\_\_\_