

You were suspended – what is the next step?

Satisfactory Academic Progress policy requires students to maintain a 2.0 or higher cumulative grade point average (GPA), and complete at least 66.66% of their registered credits. When you fall below either or both requirements, and you have already been on Warning, you are suspended. If you are on Probation and don't successfully complete the terms of your probation, you are re-suspended. Suspension letters are sent to M State email accounts after final grades are posted for the term.

Appeal Deadline:

- The SAP Appeal deadline is the end of day on Friday the week prior to the week before the semester begins. If that day is a campus holiday, the deadline will be the next business day at noon. If your SAP Appeal is incomplete, it will not receive full consideration. You are encouraged to submit your SAP Appeal well in advance of the deadline.
- Appeals received after the deadline may be considered for a future term.
- Students should check your email for decision information.

Do you plan to use financial aid?

While you can sit out for the suspension period (one semester not including Summer) and be academically qualified to return to M State, students who are suspended from financial aid must successfully appeal before they are eligible to receive further financial aid. We encourage you to submit your appeal requesting both academic and financial aid consideration before the appeal deadline.

Have you been suspended before?

Appeals for a second suspension are more difficult. Make sure you are clear about the **extenuating circumstances** that caused you not to make progress while on probation. You should provide all documentation necessary when you submit your appeal. You must address and include your academic plan for success for appeal consideration. You should also address anything you committed to completing in your previous appeal.

Where can I find the appeal form?

The SAP Appeal form is online here: www.minnesota.edu/forms

You can also access the form directly

here: <https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=MState%20SAP%20Appeal%20eForm>

Suspension appeal decisions will be emailed to the email address you submitted on your SAP Appeal.

Do you have questions about why you were suspended?

If you need help understanding why you were suspended or the appeal process, please make an advising appointment online through this link www.minnesota.edu/advising.

What happens if I am allowed to return?

If your suspension is appealed successfully, you will be placed on probation and may continue to take courses and possibly receive financial aid. If you are not eligible to receive financial aid, you will need to identify avenues of funding. In order to remain on probation with an academic plan and not be re-suspended, for each term you attend you must earn a **minimum GPA of 2.15 or higher**, until you bring your **cumulative GPA to 2.0 and complete 75% of your classes** to meet the cumulative completion rate to 66.6%. If you withdraw from classes or earn a majority of C's during probation, it impacts your SAP status. If you have questions, talk to an [academic advisor](#)

How to write your suspension appeal

Before you begin, consider the following and use it as a framework for writing your appeal. You should be thoughtful and complete in your responses, so that the appeal committee fully understands your situation. The appeal form is found online on the www.minnesota.edu/forms page, and this worksheet walks you through the questions you'll need to address.

What were your extenuating circumstances? What didn't go well, and why?

Address all unsuccessful terms. If this is not your first suspension appeal, make sure you address all instances of your suspension, and if you followed through what you outlined in your success plan from your previous appeal.

("Step Two" on the Appeal form and is the 1st text box)

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What is my plan to be successful?

Think of steps, be specific and thoughtful. Consider the resources on campus, including Tutoring, Academic Advising, Counseling, Accessibility Resources, Social Workers, etc. You will also need to include the courses you plan on taking if your appeal is approved (Include the course name and number (i.e. ENGL 1101 – College Writing – 3 credits)

("Step Three" and is the 2nd text box and academic plan)

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Attach Supplemental Documentation

Please be prepared when you submit your appeal to add any appropriate supplemental documentation such as an obituary, doctor or therapist note, medical documentation, etc. If you don't have an electronic version, take a picture of your document with your phone and attach an image.

Below are some examples of extenuating circumstances and the type of documentation that would be helpful for your appeal:

- **Serious illness or injury to student or immediate family member (parent, spouse, sibling, or child) that required extended recovery time.** Attach a statement/letter from the physician and explain the nature and dates of the illness or injury. If confined to bed rest or limited mobility by your physician, please make sure that your physician includes the beginning and ending dates in their statement.
- **Death of an immediate family member (parents, spouse, sibling, or child).** Attach a copy of the obituary or death certificate and include the name of the deceased and relationship to you.
- **Significant trauma in student's life that impaired the student's emotional and/or physical health.** Provide a detailed explanation regarding the specific circumstances of your condition. Please be sure to include dates and what you have done to overcome this condition. Supporting documentation from a third party (physician, social worker, psychiatrist, police, etc.) must be included with your appeal.
- **Other unexpected documented circumstances beyond the control of the student.** Provide a detailed explanation in explaining the nature and dates of the unexpected circumstances. Supporting documentation must be attached.

Submit your appeal

Visit the M State Satisfactory Academic Progress webpage, at minnesota.edu/satisfactory-academic-progress, for information on how to submit an appeal and to fill out the online SAP Appeal form.

**Check the email account you entered on your SAP Appeal,
as the results of your appeal will be sent to that email address.**