


HOW TO COMPLETE AND SUBMIT YOUR SAP SUSPENSION APPEAL EFORM

STEP 1

Have all the following required documents ready to upload in .pdf format before you begin working on your eForm. If you don't attach all of the required documents to your eForm, or if you upload them in a format that we aren't able to view, your appeal will be denied. Here's what you will need:

- Personal statement (see below for instructions on what you must include).
- Documentation to support your personal statement (see below for a list of appropriate and acceptable documentation).
- Your complete academic plan for graduation. Make sure to list specific courses. Meet with your Academic Advisor for assistance.
- A signed letter of support from a family/friend that includes details on how they will support your efforts to achieve satisfactory academic progress.

 Save these documents to a location that you can access easily when you are working on your eForm. You can scan and email documents in .pdf format to yourself from any copy machine on campus.

STEP 2

Once you have all of your documents ready, submit your SAP suspension appeal eForm by doing the following:

1. Go to the Satisfactory Academic Progress help web page – www.minneapolis.edu/saphelp.
2. Click on **How to Submit an Appeal**.
3. Click on **SAP-MTF Appeal eForm**.
4. Fill out **Student Information** section.
5. Check the type of appeal(s) on **Appeal & Documentation Information** section.
6. Check the reason(s) of appeal (i.e. personal physical health or mental health issue). Once you click on the reason, add your .pdf documents. Click **attach document**, click **Add**, find your saved .pdf documents, click **Open**, and click **OK**. **Repeat process for additional documents you have.**
7. Fill out **Support System Information** section. Add signed letter of support (see reverse for more information). Fill out information on the resources box.
8. Fill out **Academic Plan**. Add courses up to 6 semesters or graduation. To add more courses, click on **Add Course** and fill in courses information.
9. Fill out **Graduation Plan** information.
10. Review **Re-Enrollment Requirements** and check all boxes to indicate all required documents are submitted.
11. Click on the check box of your **Electronic Signature**.
12. Click **Submit Form** on the bottom of form. You will receive an automated notification of appeal submission.

Next page: How to Write Your Appeal Personal Statement

How to Write Your Appeal Personal Statement

Academic suspension personal statement

Please type and attach your personal statement.

Paragraph 1: Introduce yourself, your degree, and explain the circumstances that led to your suspension.

Paragraph 2: Detail for the 1st term of warning why you did not achieve a 2.0 GPA and/or 67% completion rate.

- State the term and why you did not successfully complete your courses
- Explain the documentation you have included to support your statement
- Explain using details how you plan to prevent this from occurring again

Paragraph 3: Detail for the term of suspension why you did not achieve a 2.0 GPA and/or 67% completion rate.

- State the term and why you did not successfully complete your courses
- Explain the documentation you have included to support your statement
- Explain using details how you plan to prevent this from occurring again

If applicable, provide additional paragraphs for additional terms suspended.

Closing Paragraph: Discuss your plan to ensure success in future terms if your appeal is approved (i.e. reduce course load, fewer work hours, use the Academic Support Center, etc.).

Maximum time frame suspension personal statement

Please type and attach your personal statement.

Paragraph 1: Introduce yourself, your degree, and explain the circumstances that led to your suspension.

Paragraph 2: Provide a detailed explanation of your major change, transfer from another institution, and/or if you are pursuing an additional degree.

Paragraph 3: Provide your academic plan for graduation.

Paragraph 4: Explain the reasons that have prevented you from completing your program in a timely manner.

Acceptable documentation

I am appealing based on:	Documentation required and attached:
Personal physical health or mental health issue	Health providers' statement written on official letterhead
Death of a family member	Death certificate or obituary
Military call up for active duty	Copy of official military orders
Family/relationship crisis	Court or legal documentation
Childcare	Documentation from childcare provider
Disability issue not previously diagnosed or documented	Documentation verified by Accessibility Resource Center
Natural disaster, including flood, fire, or tornado	Copy of insurance claim and/or record of media
Job loss	Unemployment verification or termination letter
Loss of housing	Eviction notice, letter from shelter or social worker
Recent academic success at another college or university	Attach transcript
Change of major or academic goal (for MTF only)	Attach updated DARS report and graduation plan
Other	Include documents that support the reason you have stated

Letter of support from family/friend

The writer of the letter should state their name and relationship to you. They must explain how they will help you with your plan to prevent the circumstances that led to your unsatisfactory academic progress.