

Submitting a Suspension Appeal eForm (for Academic and/or Financial Aid Suspension)

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Suspension Appeal Deadlines:

- Visit [Minneapolis College SAP](#) or scan the QR code to the right for upcoming deadlines
- To appeal to take course(s) for _____ semester,
 - submit your appeal by: _____ at (11:59pm CST)
- If your suspension appeal is not approved, the deadline to
 - request a second review of a denied appeal is: _____ at (11:59pm CST)



Steps to Submit a Suspension Appeal eForm

STEP 1: Go to Minneapolis College Suspension Appeal eForm.

1. Go to the [Minneapolis College SAP](#) page
2. On this page, scroll down and click on the “**Appeal Your Suspension**” dropdown menu
3. Under “**How to Submit an Appeal**”, see item 3. Click on “***Suspension Appeal eForm***” link
4. Login to this link with your StarID and StarID password

STEP 2: Prepare your statements (2), documentation (if applicable), and academic plan.

Do not use an AI text-generator program, such as ChatGPT, to compose your statements. Statements that are not written using your own words will not be accepted.

- **Statement 1: Describe the circumstances that led to your warning and suspension.**
 - The statement should be detailed and include specific dates, if possible, of occurrences which led to your academic warning and/or suspension. Events/dates must correspond to the terms of poor academic performance.
- **Statement 2: Explain your educational and career goals and how your circumstances have changed or what steps you have already taken to improve your academic performance.**
 - Include information about the course format you plan to take (in person or online)
 - Include specific plans to meet with on-campus support (i.e., academic advisor, tutors, mental health counselor, ARC, TRIO, etc.) and how often you will be meeting with them
 - Use **SMART** goals in your statement to explain your plans and how you plan to achieve them
 - **Specific:** Goals should be clear and well-defined
 - **Measurable:** Goals should be quantifiable
 - **Actionable:** Goals should be achievable with the resources available
 - **Relevant:** Goals should be sensible and related to the student's interests or direction
 - **Timely:** Goals should have a deadline
- **TIP:** Write and save your statements in a Word document until your appeal is approved. Prior to submitting, check for grammar, spelling and clarity. If your appeal is denied and you request a second review, you should not use the same statement in your original appeal, as your second statement needs to address or resolve what caused the first appeal to be denied.

STEP 3: Acquire Documentation (if required).

- **Documentation (*if* required according to your circumstances):**
 - Needs to relate to the situation you are describing
 - These types of documents are helpful:
 - A letter from a healthcare provider (should be on letterhead and include dates and a signature)
 - A signed letter from someone who knows you and can attest to the situation you are describing
 - Documents that include dates that correspond to the period of poor academic performance

- Please do NOT submit documents with other people's medical records or private information, paycheck stubs, tax documents, or bank statements of any kind
- For situations where documentation of the past is difficult or not possible (homelessness, undiagnosed mental illness, childcare problems, etc.), provide document(s) to provide evidence that the situation has stabilized and will not continue to be a problem upon returning, which could include a lease agreement, daycare provider contract, etc. A letter of support from someone who plans to be a source of accountability and/or help from the student.
- **ALL documents should be uploaded in PDF format.**

STEP 4: Create an Academic Plan.

- **Courses Selected for your Appeal:**

- List and take no more than 2 courses (or no more than 8 credits) for the first semester of your academic plan.
- Be sure you are taking at least one course A-F, NOT Pass/Fail or Pass/No Credit. If you only take Pass/Fail or Pass/No Credit course(s), you will automatically go back on suspension(s).
- The courses in your academic plan must apply to your current program/major and are needed to fulfill unmet program requirements. If you plan to change your major, complete the [Change of Major eForm](#) prior to submitting your appeal.
- **NOTE RE: Repeating courses:**
 - Students can retake courses they receive low grades in and the best grade out of the attempts is the only grade counted in their cumulative GPA.
- **Write down your ACADEMIC PLAN below:**
 - **ACADEMIC PLAN:**
Semester: _____
 - Course info: _____
 - Course info: _____

Most appeals are reviewed within 10 business days of submission. The result of your appeal will be sent to your Minneapolis College student email address ending in @go.minneapolis.edu.