



Transfer Admissions Suspension Appeal

Submit ALL documents to: T.2800 Admissions/Welcome Center or Admissions.Office@minneapolis.edu

Deadlines: Summer May 1 | Fall August 1 | Spring December 1

A complete appeal includes: (1) submission of this form and essays, (2) copy of all previous college transcripts, (3) required supporting documentation (see below). **Incomplete appeals that do not have all required documentation will not be processed. Additionally, if students have a financial balance at a previous college/university appeals are not able to be processed.** Transfer applicants may appeal their academic or disciplinary suspension(s) at a previous college/university in order to seek admission at Minneapolis College.

Appeals are accepted and reviewed year around. Appeals received after the deadline are considered for the next term.

Student Information

FIRST NAME MIDDLE NAME LAST NAME

Minneapolis College Student ID Number

Star ID

Email Address

Requesting appeal for Term:

- Fall (Deadline August 1)
- Spring (Deadline December 1)
- Summer (Deadline May 1)

PART 1

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

- Personal physical health or mental health issue** **Attach health providers' statement written on official letter head*
- Death of a family member** **Attach death certificate or obituary*
- Military call up for active duty** **Attach copy of official military orders*
- Family/relationships crisis** **Attach court or legal documentation*
- Childcare** ** Attach providers' statement written on official letterhead*
- Medical issue not previously diagnosed or documented** **Attach documentation verified by Medical provider*
- Natural disaster, including flood, fire or tornado** **Attach insurance of documentation*
- Job loss** **Attach unemployment verification or employer termination letter*
- Loss of housing** **Attach insurance information or eviction documentation*
- Recent academic success at another college or university** **Attach transcript*
- Disciplinary or conduct holds** (in regard to a suspension or expulsion from a MinnState Institution) require attachment of the disciplinary outcome documentation to be attached.

PART 2

ON A SEPARATE SHEET OF PAPER, PLEASE TYPE AND ATTACH YOUR RESPONSES TO EACH OF THE FOLLOWING QUESTIONS:

1. What were the reasons (extenuating circumstances) that led to your suspension(s)? Explain each term your GPA was below 2.0 and/or you completed less than 67% of your credits due to withdrawals or failing grade. If suspension was for disciplinary reasons, provide a detailed explanation of the circumstances that led to a disciplinary suspension or expulsion from your prior institution(s).
2. What have you done to prevent these circumstances from occurring again? What will you do differently to ensure your success? What support systems do you now have in place? What services will you access to assist you?
3. Briefly describe your academic and/or career goals.

SUBMISSION OF APPEAL

If my appeal is approved, I plan to enroll in the following courses—maximum 8 credits or 2 courses (include courses you plan to repeat and student success courses you plan to take).

COURSE NAME & NUMBER 1 (i.e. FYST 1100 Strategies for College Success)	Credits	Total
_____	_____	_____
COURSE NAME & NUMBER 2 (i.e. FYST 1100 Strategies for College Success)	Credits	Total
_____	_____	_____

If my appeal is approved I am required to meet the following during my first term of enrollment:

- Cumulative GPA of 2.5 or higher | No withdrawals – 100% completion rate
- Enroll only in courses required by academic program

By signing below, I certify my understanding that (1) I have attached all required transcripts and supporting documentation and (2) if my appeal is approved, I will agree to adhere to all conditions listed in the notification of outcome and (3) if I register and choose not to attend classes at Minneapolis College, I understand I am responsible for dropping my classes by the drop deadline and will be responsible for any charges.

SIGNATURE REQUIRED: _____ **DATE:** _____

Submit this form and documentation to the Admissions Welcome Center, T building room 2800, 1501 Hennepin Avenue.

NOTIFICATION OF OUTCOME

The result of your appeal will be emailed to the email address listed on the front of this form within 7 business days

Minneapolis College is an equal opportunity educator and employer. This document is available in alternative formats to individuals with disabilities by calling Accessibility Resource Center at 612-659-6730 or by emailing accessibility@minneapolis.edu.

APPEAL RESULTS COLLEGE USE ONLY

Assessment of Appeal and Academic Records

- yes no Are there any financial holds?
- yes no Are there current placement tests on record or equivalent(s) shown on transcript(s)?
- yes no Transcripts and academic records are attached
- yes no Appeal includes response to the 3 essay questions has clearly addressed/identified circumstances & support
- yes no Appeal includes supporting documentation
- yes no Appeal includes a well-thought out academic plan that resolves extenuating circumstances and aligns with academic goals (the College may amend the academic plan as needed)
- yes no Past academic record shows the ability to be academically successful
- yes no This is the student's first suspension OR the student has met conditions of previous appeal
- yes no Other (i.e. statement of support by College official or other evidence of academic success, suspension occurred three or more years ago, etc.)

Appeal Decision:

- Approved** for _____ Term, All conditions within the Academic Plan section as specified by you and affirmed or amended by the College apply to your probationary term.
- Denied** based on deficiencies noted in the assessment of your appeal. If you have new information or disagree with the outcome of your appeal, you may submit a new appeal for a future term.

Signature of Minneapolis College Official: _____ **Date:** _____