

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 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 Normandale email accounts and mailed after final grades are posted for the term.

Appeal Deadline:

- The appeal deadline is the end of day the Monday, one week before a semester begins. If that day is a campus holiday, the deadline will be the next day (Tuesday) at noon.
- Appeals received after the deadline may be considered for a future term.
- Students should check their student email for decision information.

Do you plan to use financial aid?

While you can sit out for a year and be academically qualified to return to Normandale, 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 that 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. Make sure that you address your academic plan for success should the appeal be approved, and 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.normandale.edu/SAP

You can also access the form directly here:

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

Suspension appeal decisions will be emailed to your Normandale email account, which can be accessed here:

<https://outlook.com/Minnstate.edu>

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.normandale.edu/advising or call 952-358-8261 to schedule an appointment.

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. 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 2.5 or higher** until you bring your cumulative GPA to 2.0, and **complete 100% of your classes** until you bring your cumulative completion rate to 66.66%. You can't withdraw from classes or get a majority of C's during probation. If you have questions, talk with your academic advisor in the [Advising, Counseling & Career Center](#).

How to write your suspension appeal

Before you begin, brainstorm 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 is found online on the Satisfactory Academic progress webpage, 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.

(Section III: Appeal Information - 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, Office for Students with Disabilities, Student Services, Campus Cupboard, and the Student Resource Center.

(Section III: Appeal Information - 2nd text box)

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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.

Submit your appeal

- Go to the following link or search on the Normandale website for Satisfactory Academic Progress:
www.normandale.edu/SAP
- The online form is located in the "Appeals and Probation" section of that page. The following worksheet walks you through the information that will be requested when submitting the appeal

Check your Normandale email

The results of your appeal will be sent to your Normandale College student email account:

<https://outlook.com/Minnstate.edu>