

Suspension ☐ Appeal ☐ Re-appeal Form

Type of Suspension ☐ Academic and Financial Aid ☐ Financial Aid Only

Name: _____ Student ID # _____
Last First M.I. Former

Day Phone (_____) _____ - _____ Eve Phone (_____) _____ - _____

EMAIL: _____

To appeal Academic and/or Financial Aid Suspension complete all of the 10 steps below:

The goal of the appeal is to assist the suspension committee in understanding your situation, what has changed, and how you will be successful moving forward.

Attach required information: (Important – Appeals submitted without required documentation will not be reviewed).

- ☐ **1. You must provide a **typed statement** explaining your reasons (extenuating circumstances) for falling below the **academic standards**.**

An academic suspension does not occur as a result of poor academic performance in one academic semester. An academic suspension is a result of at least two or more consecutive semesters of performing below the Anoka-Ramsey Community College minimum cumulative 2.0 GPA and/or the minimum cumulative 67% earned completion rate. *Below are some helpful hints you may want to include in your statement.*

a) What were the factors that led to your suspension (be complete)? Some examples may be:

- | | |
|---|-------------------------|
| 1. Lack of basic skills (math/reading/writing) | 7. Medical/Health Issue |
| 2. Too many credits (with other responsibilities) | 8. Attitude |
| 3. Personal problems | 9. Work situation |
| 4. No major/career direction-no focus on a goal | 10. Home situation |
| 5. Relationship problems | 11. Death in family |
| 6. Lack of motivation | |

b) What is the role you played in the circumstances you faced?

c) Proofread your statement before submission.

- ☐ **2. You must provide a **typed statement** explaining the plans you have made to resolve the extenuating circumstances you have described, provide your educational goals and plans to fulfill those goals. *Below are some helpful hints you may want to include in your statement.***

- What can you do to ensure future success? What resources around the college are you going to use?
- Clearly define your academic and career goals.
- Create an action plan to achieve your goals/prevent same circumstances from affecting your student success in the future.
- Proofread your statement before submission.

- ☐ **3. Submit supporting documentation of your **beyond your control** extenuating circumstances (not all extenuating circumstances are beyond your control and will not need supporting documentation)**

Extenuating circumstances **beyond your control** may include student injury or illness (Medical Verification Form completed by your medical provider), family or court emergency (legal statement), birth (birth certificate), death in the family (obituary or card from a service), work (letter from employer), etc.

- Students with injury or illness extenuating circumstances should have their medical provider complete the **“Medical Verification Form”** as their supporting documentation.

- ☐ **4. You must submit **unofficial transcripts** from each higher education institution you have previously attended (other than Anoka-Ramsey Community College).**

- It is a student's responsibility to submit unofficial transcripts with your appeal.
- Students who have submitted transcripts to the Records and Registration office of Anoka-Ramsey Community College will **still need to submit** unofficial transcripts with their appeal.
- Follow these instructions to print an unofficial Minnesota State transcript:

Go here <http://www.anokaramsey.edu/resources/transfer/transcript-requests/> to print unofficial transcripts

Login using your Star ID and Password:

- Click the check box for your name to display on your unofficial transcript
- Click “HOME” in the upper left hand corner
- Click the institution in the middle of the page you want to print an unofficial transcript for
- Click “Grades and Transcripts” on the left hand side of page
- Click “Academic Record” on the left-hand side of page
- Choose format and click “Get Academic Record”
- Click Print

- ☐ 5. What is your planned enrollment if your appeal is approved?

Department	Course Number	Course Title	Credits
Total Credits			

- ☐ 6. What will your weekly class/study/work commitment look like?

Number of credits	Class/Study Hours	Work Hours (per week)	TOTAL
<input type="text"/> X 3	<input type="text"/>	<input type="text"/>	<input type="text"/>

- ☐ 7. Complete the following:

Anoka-Ramsey Community College Major/Degree	
Most recent term of attendance	
Term seeking to return	

- ☐ 8. **Suspension Appeal/Re-Appeal Deadlines:** All appeals/re-appeals **must** be received by the deadline dates to be considered.

<i>Term Suspended</i>	<i>Appeal/Re-Appeal Deadlines (Deadlines are firm, late appeals will be denied)</i>
Appealing for Summer, 2018 semester – Students appealing Suspension from another higher education institution or on Suspension from a previous enrollment at Anoka-Ramsey Community College prior to Spring, 2018.	May 11th, by 4:00 p.m.
Appealing for Summer, 2018 semester – Students appealing Suspension from another higher education institution or Anoka-Ramsey Community College Spring, 2018 semester only.	May 23rd, by 4:00 p.m.
Re-appealing for Summer, 2018 semester	May 30th, by 4:00 p.m.
Appealing Financial Aid only for Summer, 2018	June 7th, by 4:00 p.m.
Re-appealing Financial Aid only for Spring, 2018	June 14th, by 4:00 p.m.
Appealing for Fall, 2018 semester – Students appealing Suspension from another higher education institution or on Suspension from a previous enrollment at Anoka-Ramsey Community College prior to Summer, 2018.	August 9th, by 4:00 p.m.
Appealing for Fall, 2018 semester – Students appealing Suspension from another higher education institution or Anoka-Ramsey Community College Summer, 2018 semester only.	August 22nd, by 4:00 p.m.
Re-appealing for Fall, 2018 semester	August 30th, by 4:00 p.m.
Appealing Financial Aid only for Fall, 2018	September 7th, by 4:00 p.m.
Re-appealing Financial Aid only for Fall, 2018	September 14th, by 4:00 p.m.

- ☐ 9. **Suspension Appeal/Re-Appeal – Guidelines and Expectations**

Appeals will be considered in accordance with the guidelines and expectations below. Please read and initial each line below and sign the certification at the bottom to indicate your understanding of each point.

_____ I understand all sections (1-10) of my appeal must be completed accurately, legibly, and all of the required documentation must be submitted for this appeal.

_____ I understand that my appeal must be submitted by the deadline date or my appeal will be denied.

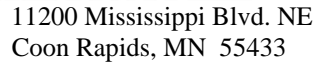
_____ I understand that Anoka-Ramsey Community College reserves the rights to cancel my registration for subsequent terms without notice should I fail to meet the conditions outlined within this appeal.

_____ I understand that if I have an unpaid balance hold at any Minnesota State College or University and my appeal is approved, I will not be able to register for classes until my balance has been taken care of.

_____ I UNDERSTAND THAT ANY COMMUNICATION REGARDING THIS SUSPENSION INFORMATION, INCLUDING QUESTIONS, RESULTS AND ANY FOLLOW-UP OF THIS APPEAL WILL BE EMAILED TO THE EMAIL ADDRESS PROVIDED WITH THIS APPEAL.

- ☐ 10. *I have read, initialed and understand each of the Guidelines and Expectations.*

Student Signature: _____ **Date:** _____



**Medical Providers: please submit this completed form directly to:
Fax #: 763-433-1321 or email to: suspension@anokaramsey.edu**

Established: 09/09/16