



Satisfactory Academic Progress (SAP) Appeal Form

Hibbing Community College
Student Services Offices
1515 East 25th Street
Hibbing, MN 55746
1-800-224-4422 or 218-262-7200
Fax: 218-263-2992

Hibbing Community College(HCC) and MnSCU Board Policy 2.9 require that all students make satisfactory academic progress toward a degree, diploma or certificate to remain in good academic standing. HCC also believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. However, HCC realizes that occasionally a student’s failure to make satisfactory academic progress is due to extenuating circumstances and has developed an appeal process for these situations.

Name _____ Student ID# or Star ID _____
Address _____ Email Address _____
City, State, Zip _____ Phone: _____
Semester and year this petition pertains to: Fall Spring Summer 20_____
Today’s Date: _____ My current advisor/counselor is: _____

Complete ALL steps below and on the reverse.

I am appealing my (check ALL that apply) <input type="checkbox"/> Academic Suspension <input type="checkbox"/> Financial Aid Suspension <input type="checkbox"/> Suspension from another MnSCU school	My current cumulative GPA is _____ My current cumulative Completion Rate is _____% This is my first academic suspension YES ___ No ___ My program/major is _____
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Step 1: Complete the following boxes to identify your suspension appeal type(s) and your current academic information.

Step 2: Suspended students may appeal **based on extenuating circumstances**. In the box below indicate your extenuating circumstance(s). **Supporting documentation is highly recommended.** *NOTE: Extenuating circumstances DO NOT include lack of funds, failure to understand or adhere to college policy, or dissatisfaction with an instructor or course.*

I am appealing based on (check ALL that apply; attach appropriate supporting documentation)

- Personal physical health or mental health issue - attach health providers’ statement written on official letterhead
- Death of your parent, spouse, sibling, child, or other immediate family member - attach death certificate or obituary
- Call up for active military duty - attach copy of official military orders
- Family/Relationship crisis - attach court or legal documentation
- Disability issue not previously diagnosed or documented - attach documentation from a certified disability specialist or medical doctor
- Natural disaster, including flood, fire, or tornado - attach insurance documentation
- Job loss - attach unemployment verification or employer termination letter
- Recent academic success at another college or university - attach transcript
- Other

Step 3: Attach to this appeal form a typed or clearly written, well thought out, detailed letter explaining:

- a. Your extenuating circumstances and how those circumstances affected your progress. Be sure to address your progress in all terms where your progress was not satisfactory; and
- b. Your plans to correct the deficiency.

If this is not your first appeal, specifically address why you were not able to meet the academic plan that you committed to in your last appeal.

Step 4: All appeals must **include an Academic Plan**. Your academic plan requires you to earn a minimum 2.50 GPA during this term and each subsequent term until you reach/exceed a cumulative GPA of 2.00; and complete 100% of classes registered for this term and each subsequent term until you reach/exceed a cumulative completion rate of 67% (grades of W, F, FN,, I, Z and IP are NOT completed classes). In the box below, record your plan for success.

I will commit to the following for my Academic Plan (check ALL you are committing to):

- REQUIRED:** Earn the minimum cumulative standards (2.0 GPA and 67% Completion) OR the minimum term standards (2.5 GPA and 100% Completion)
- Meet with my advisor or counselor during the term to review my progress
- Enroll for a reduced course load - no more than _____ credits or _____ classes
- Repeat courses in which I previously earned a D or F grade (Note: This will increase GPA, but lower Completion Rate)
- Enroll in courses designed to improve student success (ex: STSK1100 or STSK1001)
- Utilize tutoring services on campus (Academic Center)
- Utilize accommodations available from the Office for Students with Disabilities (OSD)
- Participate in workshops or other student success offerings
- Other _____

Step 5: By signing below I certify that my appeal is truthful and complete, and if approved, I will adhere to the final Academic Plan. I understand the above Academic Plan may be modified during my appeal’s review.

Student Signature _____ Date _____

The HCC Petition committee will review the Satisfactory Academic Progress petition and notify the student of the outcome of the appeal by email. All students have the right to appeal their Satisfactory Academic Progress petition. If the student is not satisfied with the decision of the committee, they have the right to appeal to the Provost. If the student is not satisfied with the decision of the Provost, they have the right to appeal to the Senior Vice Chancellor of Academic and Student Affairs at MnSCU.

Appeal Results – College Use Only

Approved with financial aid (if requested and otherwise eligible) for the _____ term. # credits _____

Approved without financial aid (you are responsible for tuition/fees) for the _____ term. # credits _____

***You have been placed on probation. ALL CONDITIONS WITHIN THE ACADEMIC PLAN SECTION ABOVE AS SPECIFIED BY YOU AND AFFIRMED OR AMENDED BY THE COLLEGE APPLY TO YOUR PROBATIONARY TERM.**

Please call 262-7292 to schedule a meeting with your counselor: Donna Groettum or Lisa Bestul

Denied. You are not eligible to receive financial aid; or enroll. You may re-enroll without financial aid for the _____ term. When you re-enroll, you will be on academic probation.

No Decision: Additional information needed. See Comments below.

Comments:

Initials of Petition Committee Members: _____ SS _____ DG _____ DO _____ JB _____ KD _____ MI

Date: _____

College Review – College Use Only

_____ Registrar’s Initials _____ Student notified