



Hennepin Technical College™

# ACADEMIC and FINANCIAL AID SUSPENSION APPEAL

Tech ID or Star ID: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
*Last Name First Name Middle Name*

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major: \_\_\_\_\_

Semester appealing to return:                      Fall                      Spring                      Summer                      Year: \_\_\_\_\_

### **STEPS FOR PREPARING YOUR APPEAL:**

Step 1. Indicate all circumstances that affected your ability to meet HTC's satisfactory academic progress standards in your most recent semester at the college. Choose at least 1 option.

- Unforeseen change in job status/hours/responsibilities.
- Serious illness or injury to student or immediate family member (parent, spouse, sibling, or child) that required extended recovery time.
- Disability issue not previously diagnosed/documentated with the college
- Significant trauma in student's life that impaired the student's emotional and/or physical health, including housing or legal challenges or natural disaster.
- Death of a loved one.
- Military obligations/call to active duty service.
- Other: \_\_\_\_\_

Step 2. Provide a typed statement 3-5 paragraphs answering the following:

For all the reasons selected above, share:

- How or why those challenges affected your ability to be successful the last time you were enrolled in college.
- Which challenges that were outside of your control no longer present an issue for you and why
- What might you have personally done differently (if anything or if possible) in your previous college attendance to have prevented an academic suspension
- What actions have you already taken (or will you take moving forward) to ensure that the circumstances you've previously faced may not affect your ability to be successful in a future semester
- What support systems do you have in place (family, friends, campus staff, etc.) to help you while you attend school

Step 3. Provide Supporting Documentation that includes dates for the reasons provided in step 1.

Appeals will be considered in accordance with the guidelines and expectations below.

Please read and check off each line below to indicate your understanding to each point.

I understand that HTC reserves the right to cancel my registration for future terms without notice should I fail to meet the conditions outlined in this appeal.

I understand that any communication regarding this suspension information, including questions, results, and any follow-up of this appeal will be emailed to my Hennepin Tech email.

I understand that all requested documentation must be provided with this appeal.

I understand that my appeal will be denied if I have an unpaid balance hold at any Minnesota State college or university.

I understand that I must pay for any course that I dropped, if dropped after the course add/drop period.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### SAP APPEALS COMMITTEE

Completion Rate:                      GPA:

Decision:

Must exit/denied	Eligible for appeal?	Yes	No			
May Return	Semester:	Fall	Spring	Summer	Year:	

Conditions:

Financial aid (if eligible):	Yes	No		
Required completion rate while on probation:		100%	66.67%	
Course/Credit restrictions (if any):				

Committee Review Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REGISTRAR Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Information submitted on this form will be directed to the appropriate staff members to respond to your request and will become part of your academic record which is protected data. For Hennepin Tech's Privacy Policy, visit HennepinTech.edu.