

You were suspended – what is the next step?

Students who fail to meet Satisfactory Academic Progress (SAP) standards for grade point average (GPA) and/or credit completion may be suspended. For students who are suspended after Spring 2019 semester, there are some important deadlines for students who hope to attend Normandale in Summer or Fall 2019.

- If your next registered semester is Summer, submit an appeal no later than **Wednesday, May 29** to prevent your summer courses from being dropped. Appeals received after that date may be considered for a later summer session or future term.
- If your next registered semester is Fall, submit an appeal no later than **Monday, July 15** to prevent fall courses from being dropped. The final deadline for fall is end of day on Wednesday, August 21. Appeals received after that date may be considered for a future term.

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 deadline for each term listed above.

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. A copy of your previous appeal letter can be requested from the Records or Financial Aid Office in person with a photo ID, or from your my.normandale.edu email account. Phone and personal email requests cannot be completed in order to protect student privacy.

Where can I find the appeal form?

There is a new online SAP Appeal form! Search “SAP Appeal” on the Normandale website or go directly to this link and scroll down to the Appeal section:

www.normandale.edu/records-and-registration/satisfactory-academic-progress/sap-suspension

If you need assistance with this form, or the appeal process, please visit the Nath Advising and Counseling Center in College Services 1032.

Do you have questions about why you were suspended?

If you do not understand your suspension, we encourage you to schedule an appointment with an academic advisor or counselor by calling 952-358-8261.

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 received 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 67%. You can't withdraw from classes or get a majority of Cs during probation. If you have questions, talk to an academic advisor or counseling in the Advising and Counseling Department.

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 didn't it go well?

Address all unsuccessful terms. **(Section III: Appeal Information - 1st text box)**

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NOT your 1st Appeal?

Make sure you address all instances of your suspension. Explain whether you have fulfilled or not fulfilled what you said you would do from the previous appeal.

What is my plan to be successful?

Think of steps, be specific and thoughtful. **(Section III: Appeal Information - 2nd text box)**

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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/records-and-registration/satisfactory-academic-progress.
- 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