

St. Cloud Technical and Community College Admissions Appeal for Suspended Students

Complete this form and all requirements listed below if you wish to appeal your admission status to St. Cloud Technical and Community College due to academic suspension at another institution. If approved, this reinstatement is effective for one semester only or until the student meets the standards of a grade point average of 2.0 and successfully completing 67% of courses attempted.

Complete the following information:

Name: _____ **Tech ID #** _____
Address: _____ **Home Phone:** _____
City/State/Zip: _____ **Work Phone:** _____
E-mail Address: _____ **Cell Phone:** _____

From which institution are you currently suspended? _____

When are you eligible for re-admission? _____

Which term do you wish to attend at SCTCC? ___ Fall ___ Spring ___ Summer _____ Year

Previous Major? _____

What major do you wish to pursue at SCTCC? _____

Have you attended any other colleges or universities? If yes, you must list them:

Institution	City/State	Dates Attended	Degree/Certificate

Official transcripts from all institutions you have attended must be forwarded to Admissions before the appeal can be reviewed.
 If you have previously attended a MnSCU institution you are not required to provide official request transcripts.

Attach the following documentation:

Letter of Appeal: Attach a letter of appeal to the Appeals Committee, answering the following questions:

- What were the factors that led to your suspension? For example: describe why you did not meet the required cumulative 2.0 GPA or 67% completion rate.
- In what way were you responsible for your academic difficulties? Explain.

Letter of Support: (NOT REQUIRED)

- If you feel there is someone who can support or provide evidence to the situation which lead to your suspension, please attach a letter of explanation.

Documentation:

- Official transcripts from all other previous colleges must be included with the appeal.
- If you have extenuating circumstances that led up to your suspension, you must provide direct evidence of the existence of the circumstance. For example, a note from a doctor or medical records or a death certificate if there was a death in a family.
- Go to https://webapps.sctcc.edu/success_plan/ and complete the document. Print it out and include it with the appeal.

Deadlines:

- Completed appeals must be received at least 21 calendar days prior to the first day of the semester you wish to attend. **NO EXCEPTIONS WILL BE MADE.**
- Incomplete applications will not be reviewed by the Appeals Committee.
- Students may also be required to meet with a counselor if recommended by the Appeals Committee.

Signature of Student	Date	Received By
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St. Cloud Technical and Community College is asking you to provide private information in order to process your appeal form. You are not legally required to provide the information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate education interests in this information. Under certain circumstances, federal and state laws authorize release of private information with your consent; to other schools in which you see or intend to enroll. Are are enrolled; to federal state and local officials for purposes of program compliance; audit evaluation; as appropriate in connection with your application for, or receipt of financial aid; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law.

Updated 01/08/2010

Affirmative Action/Equal Opportunity Employer

Approved _____ Denied _____ Approved _____ Denied _____ Approved _____ Denied _____ Date _____