

South Central College Academic/Financial Aid Reinstatement Appeal

Complete this form if you wish to appeal for academic reinstatement following a suspension from SCC or due to suspension from another college or university (which SCC will honor). This is an appeal for academic acceptance to SCC and to determine financial aid availability. If approved, this appeal is effective for one semester with successive reinstatements based on meeting Satisfactory Academic Progress. The Appeals Committee will consider written information and supporting documentation that you provide. In most circumstances suspensions are honored for two full semesters.

I. Name: _____ **Tech ID# (or SS#):** _____
Address: _____ **Home Phone:** _____
_____ **Work Phone:** _____
E-mail Address: _____ **Cell Phone:** _____
(Only if you do not have a current SCC email account.)

All appeal decisions will be emailed to your SCC email account.

II. Are you suspended from SCC? Yes ___ No ___ **Are you suspended from another college?** Yes ___ No ___
Upcoming term you wish to attend: Fall ___ Spring ___ Summer ___ **Year:** _____ **Which campus?** North Mankato ___ Faribault ___
Previous program/major: _____
Program/major you wish to enter/re-enter: _____

III. Have you attended ANY other college or university? Yes ___ No ___
(If yes, you must list below the institution name, dates attended and degree awarded, if any) Use the back side of this form to list additional institutions. official transcripts from all institutions you have attended following your admission to SCC must be submitted before your appeal will be reviewed. **Failure to disclose all institutions you previously attended may result in a denied appeal.**

IV. Letter of Appeal Attach a letter of appeal to the Appeals Committee, answering these questions:
A. What were the factors which led up to your suspension? (Describe why you were not able to meet the SAP standards.)
B. In what way were you responsible for your academic difficulties? Explain.
C. If you were not enrolled at SCC last semester, what have you been doing since your dismissal that supports your reinstatement request?
D. What plans do you have for academic success if allowed to continue at SCC? (ie: time management schedule, results of a career assessment)

Please be sure to validate the details of your situation with documentation provided from sources other than you. This may include: police reports, doctor/counselor statements, death certificates/obituaries, news articles...etc.

V. Letter of Support One letter of support is suggested (not required.) Please note that the person you ask to recommend your re-entry should be someone that is familiar with you and your situation.
Examples of recommended letters may include:
A. A letter of recommendation from an academic advisor or a faculty member familiar with your academic status. He/she may wish to fill out the form we have provided on our website at <http://www.southcentral.edu/scc-forms.html>
B. A letter from your employment supervisor indicating his/her support of your enrollment and how college will fit into your work schedule.

VI. Deadlines
The appeal deadline is **14 calendar days** before the semester you intend to return. The only exception to this policy is if there is not 14 calendar days between your notification of suspension and the start of the next semester.

If it has been at least one year since your last enrollment at SCC, you must complete the online application. The online application is found at this link: <http://southcentral.edu/incoming-student-status/re-entry-students.html>

Your completed application must include this form and your letter of appeal. Incomplete applications will not be reviewed.

The information included in this application is complete and correct.

X _____
Student Signature **Date**

CONFIDENTIAL INFORMATION

South Central College is asking you to provide private information in order to process your appeal form. This information will be used to update your academic record. You are not legally required to provide this 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 educational interests in this information. Under certain circumstances, federal and state laws authorize release of private information without your consent; to other schools in which you seek or intend to enroll, or are enrolled; to federal, state or local officials for purposes of program compliance, audit or 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.

Return completed appeal documents to: Student Affairs Center, SCC, 1920 Lee Boulevard, North Mankato, MN 56003