NDSU

NORTH DAKOTA STATE UNIVERSITY

Appeal for Exception to Academic Regulations

Submit form to: Office of Registration & Records, Ceres 110, NDSU Dept. 5210, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8959

***NOTE:* This form is for appealing academic regulations only.**
To appeal NDSU tuition and fees, please contact Customer Account Services or review information online at www.ndsu.edu/bisonconnection/accounts/appeal .

Please read instructions carefully before completing form.

Appeal Information and Directions: NDSU will uphold all academic rules, regulations, and deadlines approved by the Faculty Senate. Academic information and regulations may be viewed online at www.ndsu.edu/bulletin/academics.

Rationale for an Appeal: Students who wish to appeal NDSU academic policies, procedures, and/or deadlines due to documented extenuating circumstances which are beyond their control must submit this form to the Office of Registration and Records. Extenuating circumstances may include, but are not limited to, a serious or extended illness, or a personal crisis.

Procedure: The Office of Registration and Records acts as the University clearinghouse for academic appeals and will: **a)** accept and record the appeal for record keeping purposes; **b)** forward the appeal to the Chair of the College Student Progress Committee (SPC) in the college of your chosen major; **c)** record the decision made by the SPC; and **d)** notify the student in writing of the decision rendered. If you are undecided and have not selected a major, your appeal will be reviewed by the SPC in the College of University Studies. ***Submit the appeal form to the address listed above***. ***Decisions regarding tuition and/or fee refunds are not considered as part of the academic appeal process. Tuition refunds and reimbursements must be directed to NDSU Customer Account Services.***

Consider the Appeal Carefully: Students should consider their appeal carefully and complete all sections of the appeal form. A typed format is recommended so that your request may be easily read. Students submit their appeal request but do not appear before the committee. ***Decisions of the SPC, the Dean, or Registration and Records (in the case of missed deadlines) are final and are made with the authority of the Provost/Vice President of Academic Affairs and the University Academic Standards committee***.

Documentation: Supporting information documenting illness or other special circumstances must be solicited by the student from appropriate sources. A student may wish to contact their academic advisor, instructors, employer, or healthcare providers for letters which may help support the explanation and dates being provided. Documentation and/or letters are used only for the purpose of ruling on the appeal and may be returned to the student upon request.

Appeal Requests May Include:

1) ***Retroactive Withdrawal from a past Academic Semester*** (including summer) -- Students are expected to adhere to posted University dates and deadlines with respect to registration activity. Students requesting a retroactive withdrawal from a past, specific semester (s) must provide documentation substantiating extenuating circumstances that occurred which were beyond their control. Documentation is necessary for this type of an appeal. ***Retroactive withdrawal from a single course during any given semester is not permitted by the University and appeals of this nature will not be acted upon***. The course repeat option, which has already been established by the University, should be considered as the means to resolve individual courses. *(Decisions regarding tuition and/ or fee refunds are determined by Customer Account Services and are not considered part of the academic appeal process.)*

2) ***Last 30 Credits in Residence*** -- Students that find it impossible to complete the last 30 credits of their degree program in residence at NDSU may appeal for exception. Include the name of the regionally accredited institution where the courses will be taken and the total number of credits to be completed. Include in the explanation the prefix, course number, and title information. Provide a copy of the course description(s) so that equivalency and degree eligibility may be determined.

3) ***Other*** -- Students must make their request and provide a detailed explanation with compelling evidence as to why they feel the current academic policy of the University should not apply to them in their given situation or circumstance. Documentation is typically necessary to support the appeal request and explanation.

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Directions: Complete **all** sections of this form. Attach a separate sheet of paper for Section C.
Every attempt is made for a timely decision so that academic planning may occur. However, there are instances during times of peak activity (beginning/end of a semester) and observed breaks and holidays when it may take longer for the committee to render a decision.

Section A. Student Demographic Information

Today's Date: _____ **Program/Major:** _____

Student Name: _____ **Student ID #:** _____
Last Name First Name MI

Current Address: Street Address _____ Apt # _____

City _____ State _____ Zip _____

Phone #: _____ **NDSU E-Mail:** _____

Are you receiving Veterans Affairs Education benefits? ◯ Yes ◯ No

Section B. Appeal Category

Refer to the front cover for a description of the appeal types and information to include with each.

☐ **Retroactive Withdrawal** What Semester: _____

Use this category if the semester you are requesting to be withdrawn has had final grades posted. *Be aware selective course drops are not allowed. Students are eligible for a retroactive withdrawal if ALL courses in a given semester are being considered for withdrawal--no exceptions. (Decisions regarding tuition and/or fee refunds are determined by Customer Account Services and will not be considered with this academic appeal.)*

☐ **Last 30 Credits in Residency** Institution: _____ # of Credits: _____

☐ **Other** When selecting *Other* please be specific with each of the three (3) parts in Section C.

Section C. Letter to the Student Progress Committee

Letter should be typed on 8 1/2" x 11" paper or written legibly and include information for all three (3) parts.

- **Part I:** State specifically your request (the subject and nature of the appeal to be considered). Include courses, semesters, academic year, etc.
- **Part II:** IMPORTANT - Provide a clear, complete and concise explanation of the events which were beyond your control that lead to the need for this appeal. Use the ***Appeal Request May Include*** section on page 1 to guide you on what information to include.
- **Part III:** IMPORTANT - Include supporting documentation of circumstances, including statements from health care providers, academic advisors, or employers, that support your explanation of events.

You will be notified if a decision cannot be rendered due to missing/incomplete documentation or if further explanation is required. For this reason, please provide a current phone number and email address.

For Office Use Only

College Student Progress Committee Decision: ☐ APPROVE ☐ DENY

If denied, provide a brief explanation:

_____

_____

Signature of Dean/SPC Chairperson: _____ Date: _____