NDSU REGISTRATION AND RECORDS

Appeal for Missed Posted Deadline

Dates & Deadlines

At all times, students are responsible for complying with NDSU's Dates and Deadlines posted on the One Stop website.

Refunds for Tuition and Fees

NDSU follows the North Dakota University System's policies and procedures for refunding dropped classes or withdrawal from a term. See Dropping Classes vs. Withdrawing from the Semester on the NDSU One Stop website for further information.

Appeal

If there are extenuating circumstances beyond a student's control, which prevented the student from dropping one or more classes on or before the deadline, an appeal process is available for consideration of an exception to the Missed a Posted Deadline policy.

Examples of when an appeal may not be considered for exception include:

- The appeal is not received by NDSU Registration and Records before Finals Week of the semester in question.
- Failure to follow proper withdrawal procedures as outlined on the NDSU One Stop website.
- Lack of knowledge of applicable dates and deadlines.
- Changes in work schedule of employment.
- Failure to verify class schedule changes.
- Failure to review student account statements for accuracy and/or to report any noted discrepancies.
- Non-attendance of classes.
- Personal errors in judgment regarding the availability of finances to pay associated charges.
- Personal errors in judgment regarding class work load and academic ability.
- Personal errors in judgment regarding time management.
- Personal errors in judgment regarding the availability of transportation to and from classes.
- Personal errors in judgment regarding the student's ability to attend class and complete coursework while managing a pre-existing physical or mental health condition.
- Dissatisfaction with course content or method of instruction.
- Inadequate investigation of course requirements prior to registration/attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarships.
- Non-receipt of information/notices sent to student's e-mail.
- Student errors resulting in the delay of administrative processing relative to registration or the delivery of financial aid funds.
- Not benefitting from course credits in regards to degree requirements or changes in major.
- Failure to verify enrollment that may include additional tuition charges.
- Lack of documentation to support the appeal request.

Medical Appeals

- Appeal requests made on the basis of medical or health conditions must be accompanied by documentation from a qualified medical provider that supports the condition was debilitating (e.g., hospitalization and/or catastrophic event) and of a duration that would render completion of the class, even with instructor accommodations, unmanageable.
    - The diagnosis must have occurred within the same semester in question and the timing of this diagnosis subsequently prevented the student from withdrawing in a timely manner.
- Appropriate documentation may include a written statement from the treating healthcare professional or representative of the service provider.
    - Providing documentation does not guarantee appeal request will be approved.
- Appeals for medical conditions are not automatically granted.
- Students are not eligible to appeal multiple terms based on the same medical condition.

Submission Instructions

- Complete all relevant sections of this form. Attach documentation as instructed.
- Every attempt is made for a timely decision so that a student may plan accordingly. However, there are instances during times of peak activity (beginning/end of term) and observed University closures when it may take longer for decisions to be finalized.
- ***NOTE: This form is for appealing academic policy. If you are appealing tuition and fees, please review Appealing Tuition and Mandatory Student Fee Charges information online or contact Customer Account Services.***
- **Submit required appeal documents to:** Office of Registration and Records, Ceres 110, NDSU Dept. 2801, P.O. Box 6050, Fargo, ND 58108-6050; Fax 701-231-8959; or Email ndsu.registrar@ndsu.edu
- ***IMPORTANT:*** *This appeal form and all supporting material must be submitted together. Appeal items submitted separately may delay the appeal process or create a situation where the appeal may be denied.*

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Appeal for Missed Posted Deadline

If you have any questions about this form, please contact the NDSU Office of Registration and Records, 110 Ceres Hall, 701-231-7981, 1-800-608-6378, or ndsu.registrar@ndsu.edu.

Student Information

Note: *Appeal decisions are communicated via email. Currently-enrolled students MUST provide their NDSU email address.*

Current Semester: ◯ Fall ◯ Spring ◯ Summer Year _____

Student Name: First _____ MI _____ Last _____

Student ID _____ Phone _____ Email _____

Program/Major _____

Do you receive Veterans Benefits? ◯ No ◯ Yes

Student Acknowledgement

Initials Required: *Before starting, you must acknowledge that you have read and understand the following academic statements. Being unaware of these academic statements does not pardon the administration of policies and procedures by NDSU.*

_____ I acknowledge that this appeal category applies only if grades for the current term have not yet posted to my transcript.

_____ I acknowledge that incomplete appeals (e.g., not attaching supporting documentation) will not be processed.

_____ I acknowledge that NDSU applies its academic policies and procedures fairly and consistently to ALL students. Exceptions to academic policies and procedures can only be considered when documented extenuating circumstances are present. Academic policies and procedures are available online through the NDSU Undergraduate Catalog.

_____ I acknowledge that academic dates and deadlines are published each semester on the NDSU One Stop website for quick and easy access to plan accordingly. Per the NDSU Catalog, a student is ultimately responsible for all course registration activity and is expected to monitor his/her schedule of classes; this includes dropping courses that he/she do not intend to complete by published deadlines.

_____ I acknowledge the NDSU policy (Section 333) on class attendance states that attendance in classes is expected. A student should inform instructors of absences that impact progress. Non-attendance does not absolve a student from course responsibilities and does not remove a student from course(s).

_____ I acknowledge that a student is not able to drop to zero credits using the Campus Connection student information system. Campus Connection will produce an error message for the user if an attempt is made to drop to zero credits. A student who wishes to drop to zero credits either before or after the semester begins must do so by the published deadlines using the Withdrawing to Zero Credits form. ***Note:*** Blackboard (the online learning management system for classes) is not used for the purpose of registration and should not be relied upon for accurate registration information.

Courses to Drop: *(please attach additional pages if necessary)*

Course Prefix	Catalog Number	Course Title	Number of Credits

Letter of Explanation

Letter should be typed on 8 ½" by 11" paper and include information for all three (3) parts:

Part I: Provide an explanation of circumstances which were beyond your control that prevented you from dropping courses by the semester deadline. ***Note:*** *This document must include the student's signature.*

Part II: Documentation:

1. Include a supporting letter from each instructor for each course you are appealing the Missed Posted Deadline. Letters must be written on department letterhead, include the last date of attendance, and must be submitted with the appeal paperwork.
2. Include any additional documentation that supports your extenuating circumstances.

Part III: **Is your reason for requesting a Missed a Posted Deadline appeal due to a medical issue?** ◯ Yes ◯ No

If yes, you must complete the Medical Documentation Form (included below), along with any other medical documentation deemed necessary to make your appeal case.

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Medical Documentation Form

Patient Name: _____

Brief Summary of Illness:

Specific Diagnosis:

Date of Diagnosis:

Actual Date(s) of medical treatment or service(s):

Description of the impact the student's or family member's condition had on the student's ability to attend class and/or perform class requirements:

Was it medically necessary to discontinue studies? ◯ Yes ◯ No

Date physician or other medical professional made the recommendation to the student to discontinue studies:

Physician/Medical Professional:

Printed: _____ **Signature:** _____ **Date:** _____

IMPORTANT: *Please attach letterhead with printed and hand-written physician/medical professional's signature to verify the validity of this form.*