APPEAL FOR ACADEMIC REGULATIONS

Submission Instructions
- Complete all relevant sections of this form. Attach documentation as instructed in the section of the appeal type being filed.
- 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 semester) and observed University closures when it may take longer for decisions to be finalized.
- NOTE: This form is for appealling academic policy. If you are appealling tuition and fees, review information online at [https://www.ndsu.edu/onestop/accounts/appeal/](https://www.ndsu.edu/onestop/accounts/appeal/) or contact Customer Account Services.
- Submit required appeal documents to: Office of Registration and Records, Ceres 110, NDSU Dept. 2831, P.O. Box 6050, Fargo, ND 58108-6050; Fax 701-231-8959; Email ndsu.registration.records@ndsu.edu
- IMPORTANT: This appeal form and all supporting material must be submitted together. Appeal items submitted separately can delay the appeal process or create a situation where the appeal may not be considered.

REQUIRED FOR ALL APPEAL TYPES: Student Demographic Information

<table>
<thead>
<tr>
<th>Student Name:</th>
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</tr>
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<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
</tr>
<tr>
<td>Program / Major:</td>
<td></td>
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REQUIRED Email Address:

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

If you are not a current student, please include your mailing address:

LAST 30 CREDITS IN RESIDENCY

In accordance with NDSU residency requirements, at least 36 credits presented for degree must be NDSU resident credits and ordinarily, the last 30 credits must be earned in residence. At times, students may find it necessary to complete the last 30 credits of their degree program elsewhere. In order for an exception to this policy to be considered, include below the name of the regionally accredited institution where you plan to complete courses and the total number of credits you expect to transfer to NDSU as part of your last 30 credits in residence. Attach a Word document with the following information: 1) explain why it is necessary for you to complete these courses elsewhere; 2) provide the course(s) prefix, number and title information; 3) provide a copy of the course description(s) so that equivalency and degree eligibility can be determined. Supporting documentation: A memo from your academic advisor or major department chairperson is highly recommended, especially if you are requesting to transfer 10 or more semester credits.

Institution:  
How many credits will you be completing?  

OTHER ACADEMIC APPEAL

NDSU is committed to the fair and consistent application of its academic policies and procedures to all students. In order for an exception to an NDSU academic policy/procedure to be considered, include an explanation which details the following: 1) the policy you are appealing; 2) a situation or circumstance beyond your control which prevented you from taking appropriate action in accordance with the policy/procedure; 3) why you believe NDSU should make an exception to this policy/procedure based on your situation or circumstance; 4) documentation: include appropriately dated documentation which supports the situation or circumstance you have described. Documentation is necessary to establish that your explanation is valid and truthful. Undocumented appeals could be viewed as a story rather than a situation or circumstance with merit and validity.

Examples of Acceptable Conditions for Appeals (may include but not limited to the following)

- The student experienced a death of an immediate family member or close relative;
- The student experienced the onset of a medical or mental health condition that prohibited the student’s continued attendance;
- The student had an accident or injury that prohibited the student from continued attendance;
- The student was incarcerated;
- The student was called to unexpected active military duty or training;
- The student voluntarily enlisted in the armed forces;
- The student was required to relocate or leave the country to take care of an immediate family member’s health.

Examples of Unacceptable Conditions for Appeals (may include but not limited to the following)

- The student did not have knowledge of the refund or withdrawal deadlines;
- The student did not have sufficient resources to pay tuition;
- The student changed his/her mind about attending NDSU;
- The student did not like the courses for which he registered;
- The student had a pre-existing medical or mental health condition that began prior to the semester in which they withdrew;
- The student became pregnant (unless medically instructed – documentation required);
- The student was dismissed or suspended from the University for academic or disciplinary reasons.