

# Appeal for Exception to Policy: Undergraduate Academic Suspension

**Submission Deadline:** Fall & Spring - Wednesday prior to the start of classes

**Not eligible for summer semesters**

**Submission Details:** Appeals must be submitted to the Office of Registration and Records no later than 4:00 PM on the dates indicated above. **The submission date is a hard deadline, non-negotiable, and no exceptions will be considered.** Submit Form to Registration and Records, NDSU Dept. 2801, PO Box 6050, Fargo, ND 58108-6050; Room 110 Ceres Hall; Fax #701-231-8959; [ndsustrar@nds.edu](mailto:ndsustrar@nds.edu) (emails containing appeal material must also be **received** by the date/time indicated above).

**Read all sections of the appeal carefully before beginning the process.** Missing any portion of this appeal can result in the request being dismissed without consideration. The following statements contain academic standards, policies, and procedures that are applied fairly and consistently to all students and have a direct impact to an academic suspension.

**Initials Required:** In an effort to ensure you have a clear understanding of these NDSU standards, policies and procedures, please review and initial each statement. **NOTE: Being unaware of these academic statements does not absolve the administration and enforcement of policies and procedures by NDSU.**

- \_\_\_\_\_ Academic policies and procedures are available online through the [NDSU Undergraduate Bulletin](#).
- \_\_\_\_\_ Academic [dates and deadlines](#) are published each semester on the NDSU website for quick access to plan accordingly. Per the NDSU Bulletin, 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 does not intend to complete by published deadlines.
- \_\_\_\_\_ 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).
- \_\_\_\_\_ A student is not able to drop to zero credits using the Campus Connection student information system. An error message is produced 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. *Blackboard (the online learning management system for classes) is not used for the purpose of registration or final grading and should not be relied upon for accurate registration info.*
- \_\_\_\_\_ An academic suspension does NOT occur as a result of poor academic performance in one academic semester. An academic suspension is a result of at least two or more consecutive semesters of performing below the NDSU minimum 2.00 GPA requirement for good standing.
- \_\_\_\_\_ Exceptions to academic policies and procedures can only be considered when documented extenuating circumstances are present.
- \_\_\_\_\_ **IMPORTANT: I understand that I am eligible for only one exception to academic suspension.** If this appeal (or a prior suspension appeal) is approved, I will not have another opportunity to file a second suspension appeal should I again be academically suspended from NDSU in another future semester.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Program/Major during last semester: \_\_\_\_\_

**The appeal decision will be communicated to you via your NDSU email only.**

NDSU email: \_\_\_\_\_

## Section One – Appeal Eligibility

A student must be eligible to file an appeal for exception to academic suspension based on the following criteria:

1. Do you have **dated documented extenuating circumstances** for a situation or an event that was beyond your control which prevented you from dropping classes on or before the published semester deadline for this **and** the previous semester?            YES            NO
2. Review the career totals line at the bottom of your unofficial NDSU transcript in Campus Connection. A student must have a minimum Cum GPA listed in the chart below based on the total earned credits from the transcript. Does your current NDSU cumulative GPA meet the baseline criteria outlined here?    YES            NO

Classification based on Credit Earned	Minimum NDSU GPA Required for Eligibility
0-26 total credits earned – Freshman	1.50+ GPA
27-59 total credits earned - Sophomore	1.75+ GPA
60+ total credits earned – Junior & Senior	1.90+ GPA

**STOP:** YOU MUST HAVE ANSWERED “YES” TO BOTH QUESTIONS TO BE ELIGIBLE TO CONTINUE. If you answered “no” to one or both questions, NDSU will be unable to make an exception to its suspension policy and all terms and conditions of the academic suspension will apply. NOTE: If you were previously granted an exception to academic suspension you will also be ineligible as described in the last bullet on page one.

## Section Two – Documentation and Explanation

An academic suspension is not a result of one semester of below average academic work. In order to fully understand your academic situation you must document (evidence) and address (explain) the last two semesters as part of the appeal process.

3. **Documentation:** You must provide dated documentation of the extenuating circumstances or events that were beyond your control which prevented you from taking the necessary action to *either*: remove yourself from classes by the published deadline for the past two semesters or complete courses with a 2.00 minimum GPA.
  - a. **Documentation:** appropriately dated for the two semesters of academic deficiency.
  - b. **Unofficial Transcript:** Provide an unofficial copy of your academic record from Campus Connection.

The following must be typed and labeled as indicated below (example: 4.a.1, 4.a.2, etc.). Hand written letters will not be accepted.

4. **Explanation:** Provide a detailed account of the extenuating circumstances which were beyond your control that prevented you from dropping classes by the published deadline or being successful in class the past two academic semesters. You must address all items from the following:
  - a. Detailed explanation of the circumstances/event including specific dates and/or a timeline (**min. 1-2 pages in length**). Be sure to address the following in this explanation:
    1. When did you first become aware of the circumstance/event?
    2. What actions did you initially take?
    3. Who did you make aware of this circumstance/event? If no one, why?
    4. Did you contact/notify instructors as directed in class attendance policy?
    5. How did you try to resolve the matter?
    6. Why were you unable to drop classes by the published deadline?
    7. Were you unable to make appropriate arrangements with instructors? If so, why?
  - b. In addition to the explanation of circumstances/event, you must **describe** your academic behavior regarding the following critical factors that contributed to and influenced your academic progress FOR THE PAST TWO ACADEMIC SEMESTERS (**min. 1-2 pages in length**):
    1. Describe your attendance in classes. If asked, will instructors be able to verify this attendance information?
    2. Describe your preparation for course examinations.
    3. Describe if you were able to submit your classroom assignments in accordance with syllabi dates (on time, late, incomplete).
    4. Describe your study habits outside the classroom (as a general rule it is recommended that a student study two hours outside of the classroom for every hour in class.)

5. Describe if you were able to utilize on campus services (ex. ACE tutoring, Counseling Center, Student Health Services, etc.).
6. Describe what your communication with instructors (when and how often).
7. Address how you balanced other obligations outside the classroom:
  - Do you have a job/work study? If so, how many hours per week do you work and describe how you balance work/school.
  - Are you involved in student organizations/clubs? If so, describe your level of involvement and how many hours per week you spend on activities associated with these organizations/clubs.
  - Do you have other community involvement? If so, describe these experiences and time commitment.

**c. Academic Plan created in consultation with an academic advisor from your major program department:**

In consultation with an academic advisor or another academic representative from your major program of study, you must detail a plan/strategy of what you will do differently with respect to the factors you addressed in 4.a. and 4.b. Describe how you plan to make adequate academic progress and avoid further academic deficiency (**at least one page**). This academic plan must be created in consultation with an academic representative who must sign this form below. Failure to obtain a signature will be an automatic disqualification and the appeal will not be considered for exception.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Major Program Department: \_\_\_\_\_ Date: \_\_\_\_\_

Note to signee – your signature does not indicate support for the appeal; rather it denotes that the student consulted with you and discussed his/her academic plan for success should the appeal be approved. Did the student consult with you about his/her plan (5.c.) and what he/she plans to do differently if the appeal is granted? \_\_\_\_\_

**FINAL CHECKLIST: DO YOU HAVE EVERYTHING TO FILE A COMPLETE APPEAL?**

**All material must be submitted at the same time in one complete packet. If you are waiting for documentation or are missing any of the items listed below you should not submit the appeal until the material is complete and ready for review. Incomplete appeals will be denied.**

- ✓ Submit all three pages of the appeal; include signature of student and a representative from the major program department.
- ✓ Dated documented extenuating circumstances beyond your control (Section 2, #3.a)
- ✓ Unofficial NDSU academic record (Section 2, #3.b)
- ✓ Typed explanation of the a) circumstances, b) academic behaviors for the past two semesters, and c) academic plan to avoid further deficiency (Section 2, #4.a, #4.b, #4.c)

**GENERAL SUSPENSION APPEAL INFORMATION**

The following are examples of extenuating circumstances or events which may qualify for a suspension appeal. Note this list is not all inclusive but offered as an example only.

- a. Serious or extended personal illness – dated documentation from a qualified medical professional capable of diagnosing the illness is necessary.
- b. Death of an immediate family member (mother, father, sibling, grandparent, etc.) – documentation may be a newspaper obituary or funeral home bulletin.
- c. Care of an immediate family member with a serious or extended illness (mother, father, sibling, grandparents, etc.) – documentation should demonstrate a dependence of care by the student (this would require the student to have contacted faculty to make appropriate arrangements during the semester for courses and should include documentation from those faculty members as part of this appeal).

Appropriately dated documentation is required to validate the extenuating circumstance or event. Unfortunately, if the circumstance/event cannot be documented there is no way for NDSU to know if there is legitimacy to the situation and if what is being described is accurate and true.

Documentation may include but is not limited to:

- d. Medical – documentation must be from a qualified medical professional capable of diagnosing and treating the medical condition. It is helpful for the qualified medical profession to describe how the medical condition inhibited the learning process. Documentation must also be dated and relevant to the circumstance/event for the two semesters of deficient grades.
- e. Travel Documentation – dates must coincide with the circumstance/event being described and provide a basis for why the student was not able to drop on or before the published deadline or interfered with passing the class successfully.
- f. Care Giving – since providing care to a loved one will require one to be away from the classroom, it is necessary for students to prepare for that absence. Memos or letters from your instructors indicating that you were in contact with them to make appropriate arrangements for your absence will be necessary.