

## Appeal Process for Undergraduate Academic Suspension

### **Submission Deadlines:**

Fall 2023 Suspensions: January 2, 2024 for reinstatement Spring 2024 semester

### **Submission Details:**

Appeals must be submitted to the Office of Academic Affairs 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 and materials to [MASU.AcademicAffairs@mayvillestate.edu](mailto:MASU.AcademicAffairs@mayvillestate.edu)

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 MaSU 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 MaSU.

- \_\_\_\_ Academic policies and procedures are available online through the [MaSU Policies](#).
- \_\_\_\_ Academic [dates and deadlines](#) are published each semester on the MaSU website for quick access to plan accordingly. 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.
- \_\_\_\_ [Class attendance and participation](#) are important elements of success. 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 by using the Withdraw to Zero Credits electronic form in Campus Connection.
- \_\_\_\_ An academic suspension does not occur as a results of poor academic performance in one academic semester. However, a semester GPA of .5 or less does result in automatic suspension for the semester.

The appeal decision with be communicated to you via your Mayville State University email only.

MaSU email: \_\_\_\_\_

Note: If unable to access email, contact the NDUS Help Desk.

**Documentation and Explanation:**

The following must be typed in a word document and labeled as indicated below. Email format and handwritten letters will not be accepted.

Explanation: Provide a detailed account of the extenuating circumstances which prevented you from being successful in class.

Be sure to address the items from the following in the explanation:

- When did you first become aware of the circumstance/event?
- What actions did you initially take?
- Who did you make aware of the circumstance/event? If no one, why?
- Did you contact/notify instructors as directed in the class attendance policy?
- How did you try to resolve the matter?
- Why were you unable to drop classes by the published deadline?
- Were you unable to make appropriate arrangements with instructors? If so, why?

In addition to the explanation of circumstances/events, you must describe your academic behavior regarding the following critical factors that contributed to and influenced your academic progress.

- Describe your attendance in classes. If asked, will instructors be able to verify this attendance information?
- Describe your preparation for course examinations.
- Describe if you were able to submit your classroom assignments in accordance with syllabi dates (on time, late, incomplete).
- Describe your study habits outside the classroom (as a general rule it is recommended that a student study two hours outside the classroom for every hour in class).
- Describe if you were able to utilize on campus services (examples: Student Success Office, Disability Services, Counseling Services, etc.).
- Describe your communication with instructors (when and how often).
- 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.

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. Describe how you plan to make adequate academic progress and avoid further academic deficiency.

**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.

- Unofficial MASU academic transcript
- Typed explanation of the circumstances, academic behaviors and academic plan to avoid further deficiency.