**ACADEMIC POLICIES**

For the most up-to-date catalog information:
www.montana.edu/wwwcat

**Family Educational Rights and Privacy Act (FERPA)**

Student's Rights. The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges, and protections related to students' educational records maintained by the University. Students' educational records (with the exception of directory information) will not be released to third parties outside of the University, except with the written consent of the student. Students have the right to inspect their own educational records, except for those to which students have expressly waived this right (e.g., Career Services placement files or graduate school recommendations). Students have the right to request amendment of their records, if they are found to be inaccurate, misleading, or otherwise in violation of the students' privacy or other rights. Such requests should be made as soon as the student becomes aware of the inaccuracy or any other problem.

Any student may file a complaint with the U.S. Department of Education concerning any alleged failure on the part of the University to comply with the requirements of the Family Educational Rights and Privacy Act.

**Directory Information**

The Family Educational Rights and Privacy Act permits the release of information designated as directory information to third parties outside the University without the written consent of the student.

Currently registered students have the right to request that information designated as directory information be withheld from release by the University. Any student wishing to exercise this right must inform the Registrar in writing no later than the tenth class day of the academic term.

The Information Release Policy Checklist (103 K) provides an outline of the information in the records and the University's policy on release of such information. Additional information is available in Family Educational Rights & Privacy Act Notification. Any questions regarding educational records should be directed to the Registrar.

**Residency Requirements for Fee Purposes**

In-state admission and fee status is granted to those persons who have demonstrated over a period of time that their permanent residence is Montana, a state which they have supported through the payment of appropriate taxes. In general, a person must meet all seven requirements listed below to qualify for in-state status:

1. A person must be physically present in Montana for twelve or more consecutive months without an absence in excess of a total of thirty days. One must demonstrate by appropriate actions during the twelve month period the intent to make Montana one's permanent home. The required twelve month period does not begin until specific actions are taken to change legal ties to Montana.

2. The twelve month period does not begin until one or more acts, that clearly indicate the intent to become a resident, are taken. Mere presence in Montana alone will not serve to start this period. The legal action date must occur in the preceding year, on or before the fifteenth day of class of the term for which reclassification is requested. Sufficient actions to begin the period are:
   a. Montana vehicle registration
   b. Montana driver's license
   c. Montana voter registration
   d. Purchase of a principal residence where a Montana title is obtained
   e. Filing of a resident Montana income tax return
   f. If none of the above is applicable, an affidavit of intent may be filed with the Registrar's Office.

3. An individual must be at least fifty-one percent financially self-sufficient during the entire twelve month period, and that person must not be claimed as an exemption under federal income tax regulations by someone filing an out-of-state federal tax return, commencing with the tax year in which the twelve month period begins.

4. A person must file a Montana income tax return.

5. If a person drives a motor vehicle in Montana or possesses a driver's license from another state, he or she must obtain a Montana operator's license within the required legal time limit.

6. If a person owns or operates a motor vehicle in Montana, he or she must license the vehicle in Montana within the required legal time limit.

7. An individual must register to vote in Montana if she or he expects to exercise the right to vote.

An individual who is enrolled for more than half-time status during any semester that falls within the twelve month period is presumed to be present in the state primarily for educational purposes, and such periods may not generally be applied toward the physical presence requirement of the policy. At Montana State University, six credits is considered half time enrollment. There are additional regulations concerning married persons and others with special circumstances. Persons interested in gaining residency should request the pamphlet "Montana University System Student Guide to Montana's Residency Policy." For more information, new students should contact the Office of Admissions. Currently enrolled students and former students can obtain petition forms and more information from the Registrar's Office.
**Academic Advisors**

Academic advisors are available to help students plan their programs of study and make informed choices about courses. Although students are fully responsible for their academic decisions, they should recognize the advantages of close cooperation and understanding between themselves and their advisors.

Because academic advisors are usually associated with a student's major department or field, students should contact their major departmental offices or the offices of their college deans to determine the names and locations of their advisors. In some programs such as University Studies, Native American Studies, University Honors, pre-health professions, or WAMI, special assistance is available from advisors in those areas.

**Student Records**

The Information Release Policy Checklist (103 K) provides an outline of the information in the records and the University's policy on release of such information. Additional information is available in Family Educational Rights & Privacy Act Notification. Any questions regarding educational records should be directed to the Registrar.

**Name Change**

Notice of legal change of name, resulting from marriage, divorce, or other reason, must be promptly filed with the Registrar. Name change forms are available from the Registrar's Office and must be submitted with copies of appropriate documents before academic records can reflect any name change.

**Transcript of Record**

For every transcript request, a fee of $3 per copy will be charged. Transcript requests must be made to the Registrar's Office. Transcripts are sent only at the written request of the student.

All requests for transcripts will be checked through the Student Accounts Office for University bill clearance. If the student requesting a transcript has an outstanding debt with the University, the request will not be processed until the bill has been paid and the Student Accounts Office has notified the Registrar of payment.

Under normal conditions requests for transcripts will be processed within five working days after they are received in the Registrar's Office. Requests received during the first or last weeks of a semester may be delayed an additional few days.

Transcripts are sent only at the written request of the student and must be prepaid with cash, check, or money order. We do not accept credit cards. Please send your request to:

Registrar's Office
Montana State University
101 Montana Hall
PO Box 172660
Bozeman, MT 59717-2660

**Advanced Standing**

Under certain circumstances, if students can demonstrate mastery of course work not taken at the University, they may receive advanced standing and University credit for the course. Two mechanisms are available for obtaining advanced standing:

**College Level Examination Program (CLEP)**

Montana State University awards credit toward graduation for successful performance in certain Subject Examinations of the College Level Examination Program conducted by the College Entrance Examination Board. Students may arrange to take these examinations on campus or at designated centers throughout the country. Passing grades are determined by national norms, or by local norms if they are available. These students receive credit and a P grade on the transcript for scores above the passing level; scores below the passing level are not entered on the transcript. CLEP examinations do not apply as a grade waiver for a course previously taken.

Due to the length of time required to score CLEP examinations, it is highly recommended that graduating seniors do not take CLEP examinations during their final semester of attendance prior to graduation.

The following list gives the names of the CLEP examinations and the course for which credit is given:

<table>
<thead>
<tr>
<th>MSU Course</th>
<th>Title</th>
<th>CLEP Exam</th>
<th>CLEP Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>Biology of Organisms</td>
<td>Gen Biology</td>
<td>Gen Biology</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Econ Way of Thinking</td>
<td>Intro Microecon</td>
<td>Intro Microecon</td>
</tr>
<tr>
<td>EDCI 208</td>
<td>Ed Psych Hum Dev Sch Age</td>
<td>Educ Psych</td>
<td>Educ Psych</td>
</tr>
<tr>
<td>ENGL 123</td>
<td>Approaches to Literature</td>
<td>Analysis &amp; Interp of Lit</td>
<td>Analysis &amp; Interp of Lit</td>
</tr>
<tr>
<td>HIST 105</td>
<td>Western Civ to 1600</td>
<td>West Civ I with essay</td>
<td>West Civ I with essay</td>
</tr>
<tr>
<td>HIST 107</td>
<td>Western Civ 1600 to Pres</td>
<td>West Civ II with essay</td>
<td>West Civ II with essay</td>
</tr>
<tr>
<td>HIST 155</td>
<td>Am and the World Before 1865</td>
<td>Am Hist I with essay</td>
<td>Am Hist I with essay</td>
</tr>
<tr>
<td>HIST 156</td>
<td>Am and the World After 1865</td>
<td>Am Hist II with essay</td>
<td>Am Hist II with essay</td>
</tr>
<tr>
<td>MATH 160</td>
<td>Precalculus</td>
<td>Precalculus</td>
<td>Precalculus</td>
</tr>
<tr>
<td>MATH 181</td>
<td>Calculus &amp; Anal Geom I</td>
<td>Calc with Elem Freza</td>
<td>Calc with Elem Freza</td>
</tr>
<tr>
<td>MLF 101</td>
<td>Elementary French I</td>
<td>Col French I &amp; II</td>
<td>Col French I &amp; II</td>
</tr>
<tr>
<td>MLF 102</td>
<td>Elementary French II</td>
<td>Col French I &amp; II</td>
<td>Col French I &amp; II</td>
</tr>
<tr>
<td>MLF 219</td>
<td>Intermediate French</td>
<td>Col French I &amp; II</td>
<td>Col French I &amp; II</td>
</tr>
<tr>
<td>MLG 101</td>
<td>Elementary German I</td>
<td>Col German I &amp; II</td>
<td>Col German I &amp; II</td>
</tr>
<tr>
<td>MLG 102</td>
<td>Elementary German II</td>
<td>Col German I &amp; II</td>
<td>Col German I &amp; II</td>
</tr>
<tr>
<td>MLG 219</td>
<td>Intermediate German</td>
<td>Col German I &amp; II</td>
<td>Col German I &amp; II</td>
</tr>
<tr>
<td>MLS 101</td>
<td>Elementary Spanish I</td>
<td>Col Spanish I &amp; II</td>
<td>Col Spanish I &amp; II</td>
</tr>
<tr>
<td>MLS 102</td>
<td>Elementary Spanish II</td>
<td>Col Spanish I &amp; II</td>
<td>Col Spanish I &amp; II</td>
</tr>
<tr>
<td>MLS 219</td>
<td>Intermediate Spanish</td>
<td>Col Spanish I &amp; II</td>
<td>Col Spanish I &amp; II</td>
</tr>
<tr>
<td>POLS 205</td>
<td>Gov of the U.S.</td>
<td>Am Gov</td>
<td>Am Gov</td>
</tr>
<tr>
<td>PSY 100</td>
<td>Introductory Psychology</td>
<td>Intro Psych</td>
<td>Intro Psych</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Intro to Sociology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACADEMIC POLICIES

During CLEP week, the College of Agriculture gives exams for ARNR 101 and PS 102.

In general, a department will not give a challenge examination if a CLEP examination is available for the same course. No academic credit is given for the CLEP General Examinations, but students may use the results of these examinations to support an application for admission.

Advanced Standing by Challenge

Challenge provides the opportunity to earn college credits and grade points without formal course enrollment. A student who has completed the work of a college course on his or her own initiatives and time, may, with the approval of the student's academic advisor, the instructor, the department heads, and the college deans, take a comprehensive examination in the subject matter of the course. Performance in the examination will become the basis for a grade in the course, and the results will be recorded on the student's permanent records. Official permission forms should be secured in advance from the Registrar's Office. Students must be registered at MSU when they take the challenge examination, and they must have passed ten credits of regular course work at Montana State University before the challenge grade will be recorded on their permanent records.

The challenge examination for credit in a course which is a prerequisite to a second course must be taken before completion of the second course. Students who have enrolled in a regular or an extension course and received a grade other than W or have taken a regular or an extension course for zero credit may not challenge that course. Challenges are not permitted in any 280, 470, 480, or graduate-level courses.

A fee of $30 per credit is assessed and must be paid prior to taking the challenged exam.

Courses, Credits, and Grades

Definitions

• Course: A course is a unit of instruction in a subject-matter area offered in a single university semester. Resident courses (courses for which resident credit is granted) are those listed in the Schedule of Classes. Continuing education courses are arranged through the Burns Telecom Center.

• Credit: A credit is the unit used in computing the amount of work required for graduation. One credit is equivalent to three hours of work each week for one semester. One lecture hour assumes two hours of preparatory work. In the case of laboratories, library work, or studio classes, the entire time may be spent under the supervision of the instructor.

• Curriculum: A curriculum is a combination of courses that constitutes a program of study leading to a degree.

• Semester: Montana State University operates on a semester system consisting of two semesters and a summer session. The Term Calendar gives the dates of each semester.

• Grades: The quality of the student's work in each course is denoted by a letter grade according to the following tabulation. In computing scholastic averages, each letter grade is assigned a specific number of grade points for each credit. The general quality of a student's work is expressed in terms of a grade point average (GPA). Semester grade slips indicate when students are on University probation, suspend warning, or suspended.

Passing Grades

<table>
<thead>
<tr>
<th>Grades</th>
<th>Quality of Work</th>
<th>Grade Points for Each Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.7</td>
</tr>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Fair</td>
<td>1.7</td>
</tr>
<tr>
<td>C+</td>
<td>Fair</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>Passing</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Withdraw</td>
<td>0</td>
</tr>
</tbody>
</table>

Nonpassing Grades

<table>
<thead>
<tr>
<th>Grades</th>
<th>Explanation of Grades</th>
<th>Grade Points for Each Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdraw Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

Minimum Competency Requirements

(Instituted Fall, 2005)

The Montana Board of Regents has established a common policy on minimum course grades across all campuses in the system. This new policy affects only students who enter or are readmitted to the system starting in fall 2005. According to the policy, a grade of C or better is required to satisfy requirements for pre-requisite and required courses in majors, minors, and certificate programs and for all core requirements. Further, a grade of C or better is required in all courses that will be counted toward the 42 upper-division credits required in all degrees. Courses with a passing grade of D-, D, or D+ may only be counted toward the overall 120 credit requirement. This policy creates a minimum requirement, which may be preceded by more stringent requirements within specific majors. Any such requirements are explained within the descriptions of those curricula.

I Grade Eligibility

Instructors may assign a grade of I (Incomplete) when students have been unable to complete their academic obligations because of circumstances beyond their control.

The University takes the position that when students register, they commit themselves to completing their academic obligations as their primary responsibility. Therefore, the instructor may assign an I grade only in cases when students have suffered extreme personal hardship or in unusual academic situations.

A student's work is evaluated on the basis of established departmental, college, and university policies. These may differ from course to course and from department to department.

Instructors may assign an I grade to a student for personal hardship, provided the student has
completed three-fourths of the work of the course with a passing grade. If the student has not satisfactorily completed three-fourths of the course work the instructor must provide written justification for assigning an I grade.

The instructor may also assign an I grade, subject to the department head's approval, in cases when a student has been unable to complete course requirements for reasons such as apparatus or equipment failure, death or disease in experimental animals, delays in material shipments from suppliers, or in other unusual academic circumstances which are clearly beyond the student's control. In these situations, the student must have completed three-fourths of the work of the course with a passing grade. If the student has not satisfactorily completed three-fourths of the course work the instructor must provide written justification for assigning an I grade.

In each instance qualifying for an I grade, the instructor must prepare an I Grade Authorization form. On this form, the instructor will list the make-up requirements and the date beyond which the I will revert to a F grade.

In order to change the I grade after the make-up work has been completed, the instructor will obtain the proper form from the Registrar's Office, place the grade on the form, and return it to the Registrar's Office. The instructor may specify the time period within which the work must be made up. Unless a specified time is given by the instructor, an I grade shall be made up no later than the end of the following semester (excluding summer session), unless extended by the instructor. An I grade may not be extended beyond one calendar year. An I grade not made up in the prescribed length of time or within one calendar year lapses to a failure (F).

Make-Up of I Grades
An I Grade make-up is reported to the Registrar on a Grade Change Form. No fee is charged. These grades are not included on the next semester grade slip. The student's college dean, academic department, and advisor are notified when I grades are made up.

Pass/Fail Grading
As a general policy, courses at Montana State University are graded by the letter grades, A, A-, B+, B, B-, etc. However, in certain courses, pass/fail grading may be more appropriate. Courses may be offered on a pass/fail basis for all students registered in the course, with the approval of the department head and college dean. Courses offered on a pass/fail basis will be identified in the Schedule of Classes. Permission to offer a course on a pass/fail basis is limited to one academic year; if the permission is not renewed, the course reverts to a letter-grade basis.

In pass/fail grading, passing work will receive a P grade on the student's transcript, but it will not count in the grade point average. However, the course credit will count toward the number of credits required for graduation. Failing work will receive an F grade and will count in the grade-point average.

N Grade
An N grade may be assigned to students enrolled in the Tutor Assisted Courses (TAC) in mathematics only. This grade indicates that, though students have not completed the course, they have made satisfactory progress. These students must re-enroll in the course immediately in order to continue with the course work and complete the course.

Changes of Grades
Once a grade has been reported by the instructor to the Registrar, it cannot be changed except in case of clerical error or unless it was fraudulently obtained. A grade once reported to the Registrar cannot be lowered unless it was fraudulently obtained. All grades and credits will stand as recorded in the Registrar's official record if changes are not reported in writing to the Registrar within five years of the last day of the semester in which the course was taken.

A change of final grade does not mean allowing additional time to complete the work of a course or allowing the student to submit work or to take or to retake examinations after the conclusion of the semester. A change of grade is not a substitute for an I grade when an I grade cannot be justified.

Pass/Fail Elective Courses
Undergraduate students may take some of their University elective courses on a pass/fail basis subject to the following restrictions:

1. Students can elect the pass/fail option only for courses that are outside their departments and are not required for graduation. Pass/fail courses may not be applied toward completion of Core requirements. This restriction does not apply to HHD activity courses.

2. A student may not register for more than one pass/fail elective course per semester, excluding one-credit HHD activity courses.

3. Undergraduate students may take a maximum of twelve credits of pass/fail elective courses. This maximum does not include courses which are offered only on a pass/fail basis.

4. Students register for pass/fail courses in the same manner as for other courses, but they must have written permission from their advisors, college deans, and the instructors of the course. The Registrar has forms for this purpose.

5. Students may change a pass/fail registration to a regular registration, or a regular registration to a pass/fail registration, prior to the end of the
tenth day of instruction. Students will follow the regular drop-add procedures, except that students changing to a pass/fail registration must also secure the written permission of the instructor and advisor (see 4 above).

6. Prerequisites will apply for all courses taken on a pass/fail basis.

7. The instructor’s requirement to obtain a grade of P in the course must be submitted with the Request for Pass/Fail form.

8. The Admission and Graduation Requirements Board will review petitions for exceptions to the pass/fail policy.

Absence from Classes

When students enroll in a course, they enter a contractual agreement with the instructor for the duration of the course, and both the student and the instructor are expected to honor the specified terms of that agreement. It is important, therefore, for the student to understand the attendance requirements in each course. The instructor should communicate these requirements during the first or second class meeting in writing in the course syllabus.

Absences from classes are handled exclusively within the purview of the individual instructor. If you have an accident, fall ill, or suffer some other emergency over which you have no control, you should gather what documentation you can (e.g., copies of repair or tow bills, prescriptions, accident reports, or statements from physicians) to show to your instructor. In some instances, you may wish to explore the options available by petitioning for I grades.

The provisions for making up missed class work may vary from one instructor to another. Most but not necessarily all instructors provide for some opportunity to make up missed work: for example, if one is absent from campus to participate in university-sponsored events. If you know that you are going to be involved in such activities during the semester, you should advise your instructor of these plans at the outset of the course and determine then what arrangements are available to make up missed class work.

Fresh Start Policy

A former Montana State University undergraduate who returns to the University after a minimum of five years will have the opportunity to petition to begin a new cumulative (or Fresh Start) GPA as follows:

1. After returning to Montana State University, a student must complete thirty credits of academic study with a minimum cumulative GPA of 2.5 for the new course work before petitioning for a Fresh Start GPA.

2. A student who is eligible for a Fresh Start GPA must petition for a new cumulative GPA during the semester following that in which he or she meets the requirements stated in #1.

3. A student may begin a Fresh Start GPA only once.

4. Student petitions will be considered on a case-by-case basis by the Admission and Graduation Requirements Board. The decisions of the Board will be final.

5. When the new GPA is started, all previous grades and credits earned at Montana State University are excluded; it is not possible to select some grades and credits to exclude while retaining others. Only Montana State University grades and credits will be excluded.

6. The new GPA begins the first semester the student is re-enrolled. The transcript will state that a new GPA has been started. The old grades will remain on the transcript. Although old credits will appear on the transcript, they may not be used to fulfill any University requirements.

Students wishing to petition for a Fresh Start GPA should contact the Registrar’s Office to initiate the process.

Classification of Students

At the end of each semester, students are classified as follows:

• Freshman: A student who is entitled to regular or conditional admission with less than thirty credits.

• Sophomore: A student must have earned thirty or more credits.

• Junior: A student must have earned sixty or more credits.

• Senior: A student must have earned ninety or more credits.

• Second bachelor’s degree candidate: A student who has already earned one or more baccalaureate degrees and is seeking another.

• Non-degree undergraduate student: A student taking courses for special interest, but not planning on using the credit toward a degree.

• Non-degree graduate student: A student with at least a baccalaureate degree but not seeking another degree.

• Graduate degree student: A student who has at least a baccalaureate degree and has been accepted into the College of Graduate Studies.

Examinations

Common Hour Exams

Common hour exams are given during the semester for multi-section courses. Dates and times are published in the Schedule of Classes. These exams take the place of one class meeting and are included in the student’s commitment to the course upon enrolling in it.

Final Exams

Final examinations in one-credit courses are given during regular class periods. Final examinations for all other courses are scheduled by the Registrar, and may not be rescheduled or given prior to the start of the final examination period. According to University policy, the examination period is instructional time, and it is expected that some instructional use is made of this period if a final examination is not given.

A student who has three or more final examinations in any one day should first contact the instructors of the courses to see if one exam can be rescheduled. If this rescheduling can’t be resolved, then the student should contact the assistant dean of his or her college at least one week before the beginning of final examination week to assist in resolving the conflict.

CLEP and Challenge Exams

See Advanced Standing.
University Withdrawal

If a student must withdraw from all classes during the semester for personal reasons, he or she should apply at the Dean of Students Office for a university withdrawal.

Students who withdraw before the end of the fifteenth day of instruction will not receive grades for any course taken. After the fifteenth day through the last day of instruction, students who withdraw for "extraordinary reasons" will receive W grades in all courses.

The Dean of Students Office will assign the official date of the university withdrawal.

Students who leave the campus without withdrawing through regular channels or who withdraw late without extraordinary reasons will receive F grades in all course work for that semester.

Retroactive University Withdrawal Policy

A retroactive university withdrawal may be an option for students who were unable to complete a standard university withdrawal during the semester of their departure from the university. A retroactive university withdrawal is an extraordinary remedy that is available only for the reasons set forth below. Students who are granted a retroactive university withdrawal receive W grades in all courses for the semester in which they apply for the retroactive withdrawal. Requests for retroactive withdrawals must be submitted no later than three years from the last day of the semester for which the withdrawal is sought.

Students who leave the campus without applying at the Dean of Students Office for a university withdrawal during the semester of departure or who fail to withdraw through regular channels or who fail to withdraw for extraordinary reasons may apply for a retroactive university withdrawal only if they can provide evidence of the following:
1. The student had a debilitating illness or injury that significantly limited his/her capacity to withdraw in a timely manner; or
2. The student was forced to leave the University abruptly due to health or safety emergency within his/her immediate family; or
3. The student has been recommended to apply for a retroactive university withdrawal by the University Scholastic Appeals Board and meets the other criteria for a retroactive university withdrawal.

To apply for a retroactive university withdrawal, students must submit a formal letter of request to the Dean of Students, SUB Roon 120, no later than three years after the last day of the semester for which the withdrawal is sought. The student must include his/her name, social security number and/or student identification number, dates for the requested retroactive withdrawal, and supporting documentation to verify claims of illness, injury or emergency which precluded the student from applying for a university withdrawal during the semester of departure. The Dean of Students Office will assign the official date of the retroactive university withdrawal.

An Appellate Board will convene to review the request for a retroactive withdrawal upon receipt of appropriate verification of potential eligibility. Requests for a retroactive withdrawal will be considered by the Appellate Board only if sufficient documentation is provided to support claims of extraordinary illness, injury, or emergency. The review process will be limited to a review of documents and student records. The Dean of Students, in his/her capacity as Chair of the

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### Guidelines Used by the University Scholastic Appeals Board

<table>
<thead>
<tr>
<th>Grade-point Average, Semester (top) and Cumulative (bottom)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Status</td>
</tr>
<tr>
<td>Good</td>
</tr>
<tr>
<td>College</td>
</tr>
<tr>
<td>Cont. Coll.</td>
</tr>
<tr>
<td>University</td>
</tr>
<tr>
<td>Susp.Warn.</td>
</tr>
<tr>
<td>Susp.(Ret)</td>
</tr>
</tbody>
</table>

- **Good**: A student has both a term GPA and cumulative GPA of at least 2.00 or better or is a new student (transfer students may be admitted on university probation).

- **College**: A student in "good" standing has received the first term GPA between 1.00 and 1.99.

- **Cont. Coll.**: A student previously on College Probation has raised the term GPA above 2.00 but the cumulative GPA is not above 2.00.

- **University**: A student previously on University Probation has raised the term GPA above 2.00 but the cumulative GPA is not above 2.00, or has received a term GPA between 0.00 and 0.99 after being in "Good" standing.

- **Suspended Warning**: A student has received a term GPA less than 2.00 for the past two terms. One more term with a GPA less than 2.00 will result in suspension.

- **Suspension**: Students will be required to sit out one term on their first suspension and one year on their second suspension. Third suspensions will be handled on an appeal basis only.

* These academic actions appear on the student's transcript.

All students in either College Probation, University Probation, or Suspension Warning status remain in some form of probationary status until both their most recent semester GPA and their cumulative GPA are above 2.0.
Appellate Board, shall inform the student of the Board's decision with ten working days of the Hearing. The decision of the Appellate Board is final.

Scholastic Probation and Suspension

Probation and Suspension Decisions
When a student's semester or cumulative grade-point average falls below 2.00, the record of the student's performance is reviewed by the University Scholastic Appeals Board, which is composed of the Senior Vice Provost for Academic Affairs, the Dean of Students, and the dean or assistant dean of the college concerned. The board meets between semesters and at other times as needed to act upon individual cases recommended for either suspension or transfer out of a curriculum. This board has the authority 1) to suspend a student from the University for scholastic reasons, 2) to reinstate a student who has been suspended for scholastic reasons, and 3) to require a student to transfer out of a curriculum with the consent of both colleges involved. The chairperson of this board will notify students in writing of the action. (The designation probation, suspension warning, or suspension will be entered on the student's permanent record.) Semester grade reports indicate the status of students, and it is the individual student's responsibility to review his or her grade report each semester.

Appeal of Suspension
A student who has been suspended may appeal the suspension if he or she believes there were extraordinary circumstances beyond the student's control of which the University Scholastic Appeals Board was unaware when it reached its decision. Appeal forms are available from the offices of academic deans.

Reinstatement
A student who was suspended for the first time is automatically reinstated after one semester has elapsed (exclusive of Summer Session). In order to enroll again at MSU, a suspended student must submit an Intent to Register form to the Registrar's Office. After a second suspension, one academic year must elapse before the student will be reinstated, again with submission of an Intent to Register form. Intent to Register forms may be obtained from the Registrar's Office. Completed Intent to Register forms must be received by the following approximate deadline dates (check with the Registrar's Office for current deadline dates).

<table>
<thead>
<tr>
<th>For Reinstatement</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>January 1</td>
</tr>
<tr>
<td>Summer Session</td>
<td>May 1</td>
</tr>
</tbody>
</table>

Students who have received more than two suspensions must petition for reinstatement through their academic dean to the University Scholastic Appeals Board. Petitions are available from the academic deans and must be submitted in accordance with the deadlines listed above.

Reinstated students will be on "probation" when they re-enroll. When students achieve a term and cumulative GPA of 2.00 and above, the "probation" designation is removed. Students must have a 2.00 term and cumulative GPA to graduate.