

SUSPENSION APPEAL COVER PAGE

Montana State University
University Scholastic Appeals Board (USAB)

| | INFORMATION (Type or print <u>clearly</u>) | SIGNATURES |
|---------------|---|---|
| STUDENT | <p>Name: _____ <small style="display: inline-block; width: 30%; text-align: center;">Last</small> <small style="display: inline-block; width: 30%; text-align: center;">First</small> <small style="display: inline-block; width: 30%; text-align: center;">MI</small></p> <p>GID: _____ Date: _____</p> <p>Current Mailing Address _____ Phone: _____</p> <p>Address _____</p> <p>City _____ ST _____ ZIP _____</p> <p>Email: _____</p> <p>Major: _____ College: _____</p> <p>Advisor: _____</p> <p>See reverse side for additional REQUIRED DOCUMENTATION.</p> | <p>Please read the following statement carefully before signing.</p> <p><i>I am petitioning the University Suspension Appeals Board to review the academic action noted below. I believe my unsatisfactory academic performance was due to extraordinary and unusual circumstances beyond my control.</i></p> <p><input type="checkbox"/> 1st Suspension <input type="checkbox"/> 2nd Suspension <input type="checkbox"/> 3rd Suspension <input type="checkbox"/> Other: _____</p> <p>_____ Signature of Student</p> <p>_____ Date</p> |
| Dean's Office | <p>Your appeal documents will not be accepted in the Provost's Office until this form is signed by the Assistant/Associate Dean of your College. Use the following phone numbers to set up an appointment to meet with your Assistant/Associate Dean.</p> <ul style="list-style-type: none"> Agriculture, 994-3681 Arts & Architecture, 994-4405 Business, 994-4681 Education, Health & Human Development, 994-4133 Engineering, 994-2272 Gallatin College Programs, 994-5536 Letters & Science, 994-4288 Nursing, 994-3783 University Studies/Pre-University Studies, 994-3532 | <p>This signature verifies that the Assistant/Associate Dean of your College has met with you and reviewed your appeal documents. This signature does not signify the support of the Assistant / Associate Dean.</p> <p>_____ Signature of Assistant/Associate Dean</p> <p>_____ Date</p> |
| USAB | <p>DECISION of the University Scholastic Appeals Board (USAB)</p> <p><input type="checkbox"/> Appeal Denied <input type="checkbox"/> Reinstated <input type="checkbox"/> Reinstated with Conditions (listed below)</p> <p>_____</p> <p>_____</p> <p>cc: Registrar, College Dean</p> | <p>_____ Chair, USAB</p> <p>_____ Date</p> |

This cover page simply collects basic information and required signatures. The University Scholastic Appeals Board will make their decision based primarily on the other documentation that you provide. You must provide the following required documentation to create a complete **Suspension Appeal Packet**. Turn in the complete packet to the Assistant/Associate Dean of your College when you meet with him or her, before the appeal deadline. Your Assistant/Associate Dean will submit your Suspension Appeal Packet to the Provost's Office.

REQUIRED DOCUMENTATION

1. **Academic Information** – Required for All Appeals

- **Statement of Academic Purpose**

The Board will be considering your complete academic record to determine your academic potential. **You must provide the Board with a statement that describes your goals for your college education, comments on your overall academic record at MSU, and provides evidence of your academic potential.**

- **Academic Plan**

You will need to meet with an advisor to prepare an **Academic Plan indicating the steps that you will take to improve your academic performance if your appeal is successful and you are reinstated.** Each college determines the required contents of an Academic Plan.

- In some cases it will be a listing of each course you will take in each remaining semester.
- Some colleges will require you to write a few paragraphs describing what you will do to improve your academic performance.

Whatever the form, an Academic Plan is a required component of your Suspension Appeal Packet.

- **Reference**

You must provide a **letter of reference from at least one (1) faculty member or advisor** who can speak to your academic potential and motivation.

2. **Information on the Extraordinary Circumstances that Led to Unsatisfactory Academic Performance** – Required for All Appeals

Suspension appeals must be based on extraordinary and unusual circumstances beyond your control. Please note that poor choices that you may have made which led to poor academic performance are not grounds for appeal. For example, working too many hours, choosing a major not suited to your academic interests or strengths, and making certain social and lifestyle choices can all negatively impact your academic performance – but none of these examples would be deemed extraordinary or beyond your control.

In your appeal document, include the following information:

- **What went wrong?** – A description of the extraordinary circumstances, with a brief explanation of how these circumstances affected your academic performance.
- **What has been done to address the problem?** – Describe the strategies that you have used to address the circumstances so that they will no longer affect your academic performance.
- **Documentation** – Provide documentation of the extraordinary circumstances. The following types of information are common, but may or may not apply to your circumstances. You should include whatever information is needed to document your circumstances.
 - Health records
 - Evidence of a family emergency
 - Record of meeting with the Dean of Students Office or your Advisor about a personal situation

3. **Information on Your Student Conduct Record** – Required for Some Appeals

The Board will be apprised if you have been involved with any infractions of the MSU Student Conduct Code and/or Residence Life Regulations. You should address these issues if they are pertinent to your appeal.

PROCESS INFORMATION

Your **Suspension Appeal Packet** is turned in to your Assistant/Associate Dean. In the Dean's Office the pages will be scanned to create an electronic document, which will be made available to each member of the USAB.

To facilitate scanning your packet:

- **Please use 8½ x 11 paper whenever possible.** Materials that do not fit the scanner will be brought to the USAB when your case is considered, but will not be included in the electronic document.
- **Print single-sided.** Document scanning is facilitated if the documents are single-sided.
- **Please do not staple or bind the documents in your packet.**