

SUSPENSION APPEAL

Montana State University
University Scholastic Appeals Board (USAB)

	INFORMATION (Type or print <u>clearly</u>)	SIGNATURES
STUDENT	<p>Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Last First MI </div></p> <p>GID: _____ Date: _____</p> <p>Current Mailing Address _____ Phone: _____</p> <p>Address _____</p> <p>City _____ State _____ ZIP _____</p> <p>Email: _____</p> <p>College: _____ Major: _____</p> <p>Advisor: _____</p> <p>See reverse side for additional REQUIRED and OPTIONAL DOCUMENTATION.</p>	<p>Please read the following statement carefully before signing.</p> <p><i>I am petitioning the University Scholastic Appeals Board to review the academic sanction noted below. I believe my academic underperformance was due to the circumstances outlined in my Suspension Appeals Packet and I commit to resolving the issues identified either by me or the University should my reinstatement be approved.</i></p> <p><input type="checkbox"/> 1st Suspension (no application required) <input type="checkbox"/> 2nd Suspension <input type="checkbox"/> 3rd Suspension <input type="checkbox"/> Other: _____</p> <p>_____ Signature of Student</p> <p>_____ Date</p>
COLLEGE	<p>Your appeal documents will not be considered by the USAB 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, 994-6654 Business, 994-4423 Education, Health & Human Development, 994-4133 Engineering, 994-2272 Gallatin College Programs, 994-5536 Letters & Science, 994-4288 Nursing, 994-3783 University Studies, 994-3532 Allen Yarnell Center for Student Success, 994-7627 	<p>This signature verifies that the Assistant/Associate Dean of your College has met with you and reviewed your suspension appeal packet. This signature does <u>not</u> 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</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>_____</p> <p>cc: Student, Registrar, College</p>	<p>_____ Chair, USAB</p> <p>_____ Date</p>

The University Scholastic Appeals Board (USAB) is charged with reviewing any student appeals and determining whether to uphold an academic suspension or approve reinstatement. As part of this process, the USAB reviews and considers any information and documentation provided in the Suspension Appeal Packet. Students should submit their completed packet to the Assistant/Associate Dean of their College when they meet to discuss their appeal. The Assistant/Associate Dean will provide the Suspension Appeal Packet to the USAB.

DOCUMENTATION

Students wishing to appeal an academic suspension must submit a written request that includes their name, student identification number (GID), and the following information:

1. The Circumstances that Contributed to your Academic Underperformance

- Identify and describe the factors that caused or contributed to your academic challenges.
- Explain how each factor prevented you from succeeding academically.

2. The Student's Plan for Academic Success

- Describe the steps that you have taken (or plan to take) to address the reasons for your academic underperformance and your plan to ensure your academic success upon your return.

3. Statement of Academic Purpose and Plan

- Provide a statement that describes your goals for your college education and provide evidence of your academic potential.
- Provide planned course schedule for the next two academic semesters.
- Establish and describe three academic goals you will work to achieve next semester, if reinstated.

While not required, students have the option of submitting additional documentation in support of their request if they believe the additional information will assist the USAB in making its determination. Such documentation may include:

1. Letter of reference from an MSU faculty member or advisor the student is working with to address their academic challenges. The letter should address the student's academic potential, ability to follow through with their Academic Plan, and suggested areas for additional academic support.
2. A statement addressing any current or pending MSU Code of Student Conduct violations, including how the violations impacted the student's academic success, and how the student is working to address any issues.
3. Documentation from the Office of Disability Services, if applicable, that the student believes relates to their ability to be academically successful.
4. Other documentation that the student believes is relevant to the appeal, including information related to extenuating circumstances they believe contributed to their academic underperformance.

DEADLINES

The USAB will meet approximately two weeks prior to the start of the Fall and Spring semesters to decide suspension appeal applications. Deadlines for each term are included in the official notification sent to students placed on academic suspension.