

# Student Academic Appeal (Undergraduate)

Completed forms should be returned to **MSUM Registrar's Office, Owens 210, 1104 Seventh Ave S, Moorhead, MN 56563** or faxed to **218.477.2941** or send to [Jill.Helm@mnstate.edu](mailto:Jill.Helm@mnstate.edu). Please contact Jill Helm in the Registrar's Office if you need assistance (477-2521).



## INSTRUCTIONS:

Along with this appeal form, a TYPED letter must include the following information:

- PART 1)** The first line should **clearly** state your request. If your appeal is to withdraw retroactively from courses, be sure to list the semester, course title, and instructor(s).
- PART 2)** Provide a clear and concise explanation of the events, which were beyond your control that led to the need for this appeal. Please limit your explanation to a paragraph or two.
- PART 3)** Include supporting documentation, such as, medical documentation, academic advisors and/or employers memos or letters that support your appeal.

This form is not to be used for **Financial Aid-Academic Suspension**. Please refer to the Academic Support Center at <http://www.mnstate.edu/asc/>  
This form is not to be used for **grade changes**. Please refer to the Appeal – Grade Policy at <http://www.mnstate.edu/academicaffairs/policies-procedures.aspx>

## SECTION I:

Name _____	Dragon/Star ID _____
Email _____	Anticipated Graduation Semester _____
(after the committee meets, their decision will be emailed to you)	

## SECTION II:

<p><b>Select One:</b></p> <p><input type="checkbox"/> <b>WITHDRAWAL;</b> If you are requesting a late withdraw, you <b>must</b> explain clearly why you missed the withdraw deadline. Except in serious extenuating circumstances, if you have completed the course, or earned a passing grade, your appeal will be denied. Decisions regarding tuition and/or fee refunds are not determined by this committee. <i>(Appeals to retroactively withdraw cannot be accepted if five years have passed since the course in question was taken)</i></p> <p><input type="checkbox"/> <b>RESIDENCE REQUIREMENTS;</b> 8 of the last 12 credit appeals, <b>must include the list of courses taken at other institutions.</b> All other residency appeals must clearly explain the residency rule which you are appealing.</p> <p><input type="checkbox"/> <b>OTHER (specify):</b> _____</p> <p><b>IF YOUR APPEAL IS BECAUSE OF MEDICAL ISSUES (PHYSICAL OR MENTAL), YOU MUST ATTACH A NOTE FROM YOUR MEDICAL SERVICE PROVIDER. <u>WITHOUT DOCUMENTATION, YOUR APPEAL WILL BE DENIED.</u></b> If you have concerns about providing the documentation to a committee, please speak to Jill Helm (<a href="mailto:Jill.Helm@mnstate.edu">Jill.Helm@mnstate.edu</a>), Owens Hall 210, or 218-477-2521) about providing it confidentially.</p>
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## SECTION III:

Student's Signature: _____	Date: _____
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**YOU WILL BE NOTIFIED IF A DECISION CANNOT BE RENDERED DUE TO MISSING/INCOMPLETE DOCUMENTATION OR IF FURTHER EXPLANATION IS REQUIRED. YOU WILL BE CONTACTED THROUGH THE INFORMATION YOU PROVIDED AT THE TOP OF THIS DOCUMENT.**

<p><b>Committee Recommendation:</b>    <input type="checkbox"/> Approval    <input type="checkbox"/> Denial (insufficient justification for exception)    <input type="checkbox"/> Tabled</p> <hr/> <p>Signature of Committee Chairperson: _____ Date: _____</p>
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Minnesota State University Moorhead is an equal opportunity educator & employer and is a member of the Minnesota State Colleges & Universities System. System level appeal. If a student is not satisfied with a college or university transfer academic appeal decision, the student may appeal the decision at the system level to the Senior Vice Chancellor of Academic and Student Affairs. The decision of the Senior Vice Chancellor shall be binding on all system college and university parties.