



ACADEMIC SUSPENSION APPEAL PACKET

This appeal packet is your opportunity to demonstrate to the University Scholastic Appeals Board (USAB) your preparedness to be reinstated from an academic suspension. Please complete all pages of the packet then meet with your Assistant/Associate Dean to review and submit the packet. Deadlines for each term are included in the official notification sent to students placed on academic suspension and are posted to the [Provost's Suspension Appeals Process webpage](#).

INFORMATION (Type or print clearly)

STUDENT

Name: _____ GID: _____
First Middle Initial(s) Last

College: _____ Major: _____

Current contact information:

Street Address City State ZIP

Email: _____

Please read the following statement carefully before signing.

I am petitioning the University Scholastic Appeals Board to review my academic suspension. I believe my academic underperformance was due to the circumstances outlined in the following pages of this Academic Suspension Appeals Packet and I commit to resolving the issues identified either by me or the University should my reinstatement be approved.

Please select. This is my

☐ 1st Suspension

☐ 2nd Suspension

☐ Other: _____

Signature of Student

Date

Once you have completed all parts of this packet, you must meet and discuss your plan with your Assistant/Associate Dean. Use the following contact information to **set up an appointment to meet with your Asst/Assoc Dean**.

- Agriculture: Liz Greenfield, elizabeth.greenfield@montana.edu (994-5744)
- Arts & Architecture: Jennifer Dunn, jendunn@montana.edu (994-4370)
- Business: Brenda Truman, bstruman@montana.edu (994-4840)
- Education, Health & Human Dev.: Joe Hicks, james.hicks5@montana.edu (994-6753)
- Engineering: Jennifer Clark, jennifer.clark6@montana.edu (994-2272)
- Gallatin College: Nicole Berg, nicole.berg@montana.edu (994-5536)
- Letters & Science: Judi Haskins, jhaskins@montana.edu (994-4288)
- Nursing: Paul Swift, paul.swift@montana.edu (994-2577)
- University Studies: Janet Heiss Arms, jheiss@montana.edu (994-3536)

Your appeal documents will not be considered by the USAB until this packet is submitted by the Asst/Assoc Dean of your college. The Asst/Assoc Dean's submission of your packet to the appeal system signifies they have met with you and reviewed and discussed your suspension appeal packet. Submission of the packet does not signify the support of the Asst/Assoc Dean.

COLLEGE

USAB

DECISION of the University Scholastic Appeals Board - The University Scholastic Appeals Board (USAB) is charged with reviewing any student appeals and determining whether to uphold an academic suspension or approve reinstatement.

☐ Denied

☐ Reinstated with Conditions:

Notify: Student, Registrar, College

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The purpose of the following response prompts and questions is not only to help the USAB assess your readiness to return, but also to establish a mentoring framework with your Assistant/Associate Dean to support your academic success should you be reinstated. Please give careful and thoughtful consideration to your responses.

- 1) Describe the circumstances that contributed to your academic underperformance. (*What factors caused or contributed to your academic challenges? How did each factor prevent you from succeeding academically?*)
- 2) Describe the steps you have already been taking to address the circumstances so you will be able to concentrate on your academic performance. (*What steps have you already taken to change your situation? What circumstances have already been resolved?*)
- 3) Statement of Academic Purpose

 - a) What role do you believe your college degree will play in your professional development and career goals?
 - b) What motivates you to do the hard things or learn foundational topics that might not be fun/engaging?

4) Statement of Academic Plan

a) Name of current Academic Advisor: _____

b) Provide a realistic and planned course schedule for the next two academic semesters.

Term 1 Course Details (Subject, Number, & Name)	Credits	Term 2 Course Details (Subject, Number, & Name)	Credits
Total		Total	

c) Describe three strategic steps for the upcoming semester that will help support your academic performance.
(What realistic and attainable goals can you set for yourself for the next semester? What continuing support will you need? What campus resources can you use?)

d) How will you take responsibility for these steps?

Additional documentation that supports your case that you would like USAB to know about. 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. Documentation from the Office of Disability Services, if applicable, that the student believes relates to their ability to be academically successful.
3. Other documentation that the student believes is relevant to the appeal, including information related to extenuating circumstances they believe contributed to their academic underperformance.