



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
Email: _____				
<p>Please read the following statement carefully before signing. <i>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.</i></p>				
_____ Signature of Student			_____ Date	

Please select. This is my

1st Suspension

2nd Suspension

Other: _____

COLLEGE	<p>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.</p> <ul style="list-style-type: none"> • 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.: Kayte Kaminski, kayte.kaminski@montana.edu (994-4135) • 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)
	<p>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 <u>not</u> signify the support of the Asst/Assoc Dean.</p>

USAB	<p>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.</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Reinstated with Conditions:</p>
	<p>Notify: Student, Registrar, College</p>
	<p>Rev 5/26</p>

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.