

Graduate Academic Appeal

Student's Name		Dragon ID No.	
Mailing Address	<i>Street Address, City, State, Zip</i>		
E-mail Address		Telephone No.	
Program/Emphasis		Advisor	
Student's Signature		Date	

INSTRUCTIONS:

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

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).
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.
3. Include supporting documentation, such as medical documentation*, academic advisor and/or employers memos or letters that support your appeal.
4. If your appeal is because of medical issues (physical or mental), you must attach a note from your medical service provider. Without documentation, your appeal will be denied. If you have concerns about providing the documentation to a committee, please speak to the Dean of Graduate Studies about providing it confidentially.
5. This form is not to be used for Financial Aid-Academic Suspension or for course grade appeals.

Type of Appeal, Select One:

- a. Withdrawal; if you are requesting a late withdrawal, you must explain 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. Appeals to retroactively withdraw cannot be accepted if five years have passed since the course in question was taken.
- b. Late course add or drop; must be submitted by end of semester
- c. Academic warning, suspension or termination; must be submitted within one year of decision
- d. Degree requirements; must be submitted within one year of decision
- e. Other:

Submit all materials related to this appeal to the Graduate Studies Office:

graduate@mnstate.edu

115 Center for Business, MSUM

Information on Routing and Approvals:

- Appeals for **course withdrawals, late course adds or late course drops** (Types a and b above) are routed to the Registrar's Office and will be heard by the University Appeal Committee. You will receive decision information from the Registrar's Office.
- Appeals related to **academic warning, suspension, termination, degree requirements and other graduate issues** (Types c, d and e above) are reviewed by the Dean of Graduate and Extended Learning and the Graduate Academic Appeals Subcommittee. You will receive decision information from the Office of Graduate and Extended Learning.