

APPEAL FOR EXCEPTION TO ACADEMIC POLICY**Submission Instructions**

- Complete all relevant sections of this form. Attach documentation as instructed.
- Every attempt is made for a timely decision so that a student may plan accordingly. However, there are instances during times of peak activity (beginning/end of semester) and observed University closures when it may take longer for decisions to be finalized.
- **NOTE: This form is for appealing academic policy. If you are appealing tuition and fees, review information online at <https://www.ndsu.edu/onestop/accounts/appeal/> or contact Customer Account Services.**
- Submit required appeal documents to: Office of Registration and Records, Ceres 110, NDSU Dept. 2801, P.O. Box 6050, Fargo, ND 58108-6050; Fax 701-231-8959; Email ndsu.registrar@ndsu.edu
- **IMPORTANT:** This appeal form and all supporting material must be submitted together. Appeal items submitted separately can delay the appeal process or create a situation where the appeal may not be considered.

REQUIRED FOR ALL APPEAL TYPES: Student Demographic Information

Student Name: _____ **Student ID:** _____
Last Name First Name MI

Program / Major: _____

REQUIRED Email Address: _____

Note: Appeal decisions are communicated via email. Currently enrolled students MUST provide their NDSU email address.

If you are not a current student, please include an active email address where a decision can be communicated.

NDSU is committed to the fair and consistent application of its academic policies and procedures to all students.

In order for an exception to an NDSU academic policy/procedure to be considered, on a separate sheet of paper (preferably typed) include an explanation which details the following:

- 1) What academic policy/procedure you are appealing?**
- 2) What situation or circumstance was beyond your control which prevented you from taking appropriate action in accordance with the policy/procedure?**
- 3) Why you believe NDSU should make an exception to this policy/procedure based on your situation or circumstance?**
- 4) Documentation: Include appropriately dated documentation which supports the situation or circumstance you have described. Documentation is necessary to establish that your explanation is valid and truthful.** Please be aware that undocumented appeals could be interpreted as a story rather than a situation or circumstance with merit and validity.

Examples of Acceptable Conditions for Appeals with Supporting Documentation (may include but not limited to the following)

- The student experienced a death of an immediate family member or close relative;
- The student experienced the onset of a medical or mental health condition that prohibited the student's continued attendance;
- The student experienced an accident or injury that prohibited the student from continued attendance;
- The student was incarcerated for an extended time period;
- The student was called to unexpected active military duty or training;
- The student has evidence of a need to relocate or leave the country to take care of an immediate family member's health.

Examples of Unacceptable Conditions for Appeals (may include but not limited to the following)

- The student did not have knowledge of the refund or withdrawal deadlines;
- The student did not have sufficient resources to pay tuition;
- The student changed his/her mind about attending NDSU;
- The student did not like the courses for which he registered;
- The student had a pre-existing medical or mental health condition that began prior to the semester in which they withdrew
- The student became pregnant or gave birth (unless medically necessary –documentation required);
- The student was dismissed or suspended from the University for academic or disciplinary reasons.