Missouri Southern State University

UNDERGRADUATE ACADEMIC SUSPENSION APPEAL

Appeal Process and Deadline
Students who believe extenuating circumstances contributed to their academic suspension may appeal for academic reinstatement. Appeal must be submitted through the online **Undergraduate Academic Suspension Appeal Form** or typed, emailed to registrar@mssu.edu, or delivered to Office of the Registrar in Hearnes Hall room 101, **no later than six business days before the start of the semester** for which reinstatement is requested.

Committee Review
The appeal committee meets once per semester to review all appeals submitted for that semester. The meeting is usually held one to three business days after the submission deadline. **Late appeals will not be accepted or reviewed.**

Notification of Decision

- **Currently enrolled students:** The committee's decision will be sent to the student's MSSU email account.
- **Former students** who no longer have access to their MSSU-issued email account: The decision will be sent to the personal email address provided on the appeal form.

Outcome of the Appeal

- **If approved:** The student may continue as degree-seeking and the student's record will be returned to the applicable academic probation status.
- **If denied:** The Admissions department will be notified to change the student's admit type to non-degree-seeking; the Office of the Registrar will drop all future enrolled courses. However, the student may continue taking classes at MSSU as a non-degree-seeking student by contacting the Student Success Center to schedule enrollment.

For more information, see Academic Standards and Progress on pages 2 and 3.

Section A:

Name_____ S.I.D. _____

Address_____ Phone (_____)_____

City _____State _____ Zip _____

Major _____ Advisor _____ Semester for Reinstatement_____

MSSU Issued E-Mail_____

Personal email (if returning as a former student) _____

Section B: Attach a typed response to the following prompts:

a) Specify the reason(s) your GPA is below the Standards of Progress for a second consecutive semester.

b) What changes have occurred assuring your improved academic progress?

Student Signature_____Date_____

SUSPENSION REVIEW COMMITTEE DECISION

( ) Suspension appeal approved as degree-seeking (return to applicable Academic Probation Status)
( ) Suspension appeal denied as degree-seeking (may continue as non-degree seeking)

Any additional approval conditions:

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THIS FORM WILL BE MADE AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.
If you need assistance, please contact the registrar's office at registrar@mssu.edu . Phone: 417-625-9515. Fax: 417-625-3117. Hearnes Hall 101.

Undergraduate Academic Standards

Good Standing and Eligibility
Students enrolled at Missouri Southern are in good academic standing when they meet the standards of progress toward graduation as listed below. Those falling below these standards will be placed on academic probation. Persons failing to achieve normal progress toward graduation during the probationary period are subject to academic suspension. Students receiving financial aid must meet the good standing criteria listed below.
Those students competing in intercollegiate athletics (NCAA) or in organizations representing the University off campus shall be required to satisfy minimum standards of progress, as indicated below, following the completion of the first academic semester in order to maintain future eligibility in these programs.

Standards of Progress Toward Graduation
A student's cumulative Grade Point Average (GPA) is used to evaluate progress. If the GPA falls below the minimum standards of progress, the work is considered unsatisfactory. Courses not applicable to the baccalaureate degree are not calculated in the GPA hours. Applicable for degree-seeking students only. IEP students should refer to the IEP section of the catalog.

Progress toward a degree is computed on the following GPAs:

Good Academic Standing
All students must maintain a minimum cumulative GPA of 2.0 or higher to be considered in good standing.

- If a student's GPA falls below 2.0 at any time, the student will be placed on academic probation.
- Students are notified by the Office of the Registrar after final grades are posted for the term if they fall below these standards.

Academic Probation
A student on **academic probation** must earn a semester GPA of 2.0 for each term of academic probation and will be limited to a maximum enrollment in each probationary term of 15 credit hours. Students on academic probation:

- Must meet with an advisor for enrollment.
- Will remain on **continued academic probation** for each term of enrollment until the cumulative GPA reaches 2.0, wherein they will return to Good Academic Standing.
- Will be placed on **academic suspension I** if the semester GPA falls below a 2.0 in any probationary term.

Academic Suspension I*

- A student on **academic suspension I** will be presented with the following options:
- Attend another institution to raise the cumulative GPA to the MSSU minimum 2.0 standard for readmission.
- Continue enrollment at MSSU as a non-degree seeking student.
- Appeal for return: students may appeal for return within one year (2 regular semesters, excluding summer) from the semester of suspension without attending elsewhere.
    - Appeals must be submitted at least 6 days before the semester of return begins. No late appeals will be accepted.
    - If **denied**, the student may continue as non-degree seeking or attend another institution to raise their cumulative GPA to the MSSU minimum 2.0 standard for readmission, as outlined above.
    - If **approved**, the student may continue as degree-seeking in **Post-Academic Suspension Probation** status for the academic term of appeal.

Post-Academic Suspension Probation
Students will be considered on **Post-Academic Suspension Probation** and limited to a maximum enrollment of 12 credit hours for the term of appeal. Students on post-academic suspension probation:

- Must meet with an advisor for enrollment. All other standards of academic probation must be met for a student to continue at the university.
- Must earn a semester GPA of 2.0 for the term of appeal; if the cumulative GPA is still below a 2.0, they will re-enter the **academic probation** process with a max enrollment of 15 hours.
- If the student earns below a 2.0 GPA for the term of appeal, they will be placed on **academic suspension II***

Academic Suspension II
Students on academic suspension II will not be eligible for appeal for continuation as a degree-seeking student until one year (2 regular semesters, excluding summer) has elapsed. Students on academic suspension II may:

- Continue enrollment at MSSU as a non-degree seeking student.
- Attend another institution to raise the cumulative GPA to the MSSU minimum 2.0 standard for readmission.
- Appeal for return: students may appeal for return after one year (2 regular semesters, excluding summer) from the semester of suspension.
- Appeals must be submitted at least 6 days before the semester of return begins. No late appeals will be accepted.
- If **denied**, the student may continue as non-degree seeking or attend another institution to raise their cumulative GPA to the MSSU minimum 2.0 standard for readmission, as outlined above.
- If **approved**, the student may return as degree-seeking in **Post-Academic Suspension Probation** status for the academic term of appeal.

*__Academic Suspension I & Academic Suspension II__: *a student may be academically suspended more than once. For students who failed to achieve a term GPA of 2.0 during Post-Suspension Probation and move to Academic Suspension II, an appeal to return as degree-seeking will not be accepted until one year (2 full-time semesters, excluding summer) has elapsed. If the student elects to attend elsewhere or continue as non-degree seeking until such time they are eligible to return in good standing during either suspension status, there is no limit to the number of times they can enter the academic probation process and/or be suspended.*

Students who appeal after sitting out a semester at MSSU will have to submit a re-admission form if their appeal is approved.