

Student Procedure – Academic Suspension Appeal

Students who are on academic suspension from Bismarck State College may appeal the suspension through the appropriate Academic Dean.

Students will be in the best position to appeal if they have:

- Shown that they are working on making progress toward reaching their academic goals.
- Documented extenuating circumstances preventing them from meeting the minimum academic requirements. Extenuating circumstances could include but are not limited to, serious illness to the student or immediate family member, death of an immediate family member, significant trauma in the student's life that impaired the student's emotional and/or physical health.

Procedure:

To be considered for an appeal the student must complete the Academic Suspension Appeal Request form. It is recommended that the student completes the Academic Suspension Appeal Request form at least **two weeks** prior to the start of the student's first course.

The Academic Suspension Appeal will be reviewed by the appropriate Academic Dean for consideration of readmission.

If the Appeal is approved:

- The student must contact the Mystic Advising and Counseling Center at 701-224-5752 or BSC.Advising@bismarckstate.edu to meet with an Academic Advisor who will assist the student with developing a student readmission plan.
- The student will be notified by the Academic Records Office when they are eligible to enroll in course(s).
- The Academic Advisor will conduct outreach to the student during their first semester to review progress towards academic goals, to provide academic mentoring, and to refer for support services when beneficial. Outreach throughout the semester may coincide with early alert, midterms, prior to drop/withdrawal deadlines, and prior to current student registration.
- An Academic Suspension Reinstatement hold may be placed on the student's account to require the student to meet with the Academic Advisor prior to registering for courses for the second semester following a suspension.

History of This Policy:

First policy draft – approved by the Faculty Senate on March 1, 2018, reviewed by the Operations

Council on April 11, 2018 and approved by the Executive Council on April 23, 2018 effective Fall semester 2018-19.