



**Minnesota State University, Mankato
Office of Academic Affairs
Application for Academic Reinstatement (due to Academic Suspension)**

Check this box if you want to appeal a financial aid suspension. (A copy of this application will be forwarded to Financial Aid.)

Complete this form if you wish to appeal for academic reinstatement following academic suspension from Minnesota State University, Mankato. If approved, this reinstatement is effective for one semester with successive reinstatements based on continuing satisfactory completion of the reinstatement contract. **PLEASE NOTE: Incomplete applications will not be considered.**

I.

Name: _____

Tech ID: _____

Address: _____

Home Phone: _____

Work Phone: _____

E-mail Address (MUST INCLUDE): _____

Cell Phone: _____

II. Last term and year enrolled at MSU:	Upcoming term for which you wish to be reinstated:
Other Institutions Attended:	Dates attended:

Official transcripts from all institutions you have attended while away from Minnesota State Mankato must be forwarded to the Office of the Registrar, 132 Wigley Administration Center, before your application can be reviewed.
(An unofficial copy of your transcript[s] MUST be attached to this application.)

III. Letter of Appeal Attach a typewritten letter of appeal to the Academic Standing Committee, answering these questions:

- A.** What were the factors which led up to your suspension?
- B.** In what way were you responsible for your academic difficulties? Explain.
- C.** If you were not enrolled at Minnesota State Mankato last semester, what have you been doing since your dismissal that supports your request for reinstatement?
- D.** What plans do you have for academic success if allowed to continue at Minnesota State Mankato?

IV. Support Documentation:

- A.** Attach an academic plan of study which includes a specific listing of the courses you plan to take in your reinstated semester.
- B.** Contact the Student Relations Coordinator or the appropriate designated advisor in the college of your major OR (if you are undecided) the designated advisor in the First Year Experience Office. With the SRC or designated advisor, review the initial plan of study for your reinstated semester. The SRC or advisor must provide a letter regarding your plan of study and your readiness to return to Minnesota State University, Mankato.
- C.** If you have been away from Minnesota State Mankato for a semester or more, please attach documentation verifying your activities during this period (employment or educational records, letters verifying voluntary service, etc.)
- D.** If "extenuating circumstances" (situations which are beyond your control) have contributed to your academic suspension, you must provide direct evidence or records of these extenuating circumstances (medical or health issues, divorce, death, financial problems, etc.). Documents might include statements from health care providers, obituary notices, etc.

V. Deadlines:

<p>Deadline for fall semester: second Monday of June Deadline for spring semester: second Monday of October</p>

The information included in this application is complete and correct, to the best of my knowledge:

Student Signature

Date



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The complete Academic Probation and Suspension Policy can be found at:
http://www.mnsu.edu/acadaf/appeals/academicprobationsuspensionandreinstatement_finalcopy2.pdf

<i>Academic Affairs Office Use Only:</i>	
<input type="checkbox"/> Recommended	
<input type="checkbox"/> Not Recommended	

	Director of International Students Office
	(For International Students with a Non-Resident Visa)

	Date
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not Approved	

	Academic Standing Committee Representative

	Date

<i>Financial Aid Office Use Only:</i>		
Appeal Approved: _____	Date: _____	Staff Initials: _____
Appeal Denied: _____	Reason for Denial: _____	
Other: _____		
Reason Code: _____		
Comments: _____		

OFFICE OF ACADEMIC AFFAIRS	STUDENT FINANCIAL SERVICES
315 WIGLEY ADMINISTRATION CENTER	120 WIGLEY ADMINISTRATION CENTER
MANKATO, MN 56001	MANKATO, MN 56001
PHONE 507-389-1333 (V) 800-627-3529 (MRS/TTY) FAX 507-389-5859	PHONE 507-389-1866 (V) 800-627-3529 OR 711 (MRS/TTY)

This document is available in alternative format to individuals with disabilities by calling the Office of Academic Affairs at (507) 389-1333 (V) or (800) 627-3529 (MRS/TTY).

• MANKATO, MN 56001

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