

UNIVERSITY POLICIES & PROCEDURES

POLICY NAME: CONTINUANCE AND COMPLETION IN A MAJOR	TEMPORARY REVIEW NUMBER:
CLASSIFICATION: UNIVERSITY	SUPERSEDES:
AUTHOR: ACADEMIC AFFAIRS	LAST REVIEW:
AUTHORITY: VICE PRESIDENT FOR ACADEMIC AFFAIRS	NEXT REVIEW: SEPTEMBER 2012
APPLICATION: <input checked="" type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input type="checkbox"/> All University	EFFECTIVE DATE: JULY 2000
DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): UNIVERSITY POLICY AND PROCEDURE WEB SITE	CUSTODIAN OF POLICY: VICE PRESIDENT FOR ACADEMIC AFFAIRS

POLICY STATEMENT:

In order to support students' learning and success in completion of their undergraduate education, Minnesota State University, Mankato establishes and upholds standards of performance within academic majors. Failure to meet any of the continuation requirements of the department, program, school or college of the student's declared major may result in the student being discontinued in the major. A review will be initiated if performance issues arise. Identified deficiencies are to be based on observable behaviors and measurable performance indicators that may include ethical codes or standards important to a profession. Depending on the nature of the deficiencies identified, disciplinary action may also be initiated and imposed by the University.

Notice of students' rights and responsibilities in pursuing successful completion of program requirements will be provided in departmental brochures and websites. Each department/program shall inform students of any changes to program requirements.

Under exceptional circumstances, Department/Program requirements may be adjusted at the discretion of the designated person. In consultation with the Disability Services Office, the Department/Program may also adjust program requirements when reasonable accommodations would enable an otherwise qualified individual to successfully complete program requirements without significantly altering the program. Departments/Programs also have the right to determine if courses from other institutions may be substituted for MSU courses as they relate to degree requirements within that Department/Program. Although it is recognized that faculty with expertise in the area of a course/competency in question are the best source of information regarding equivalency, a student will have the right to appeal a negative decision on equivalency.

Students Rights within the Major

Students are afforded the following rights in decisions involving retention and/or major completion:

1. explanation of student rights and responsibilities in demonstrating satisfactory progress and completion within a declared major;
2. advisement, fair evaluations, and assistance in identifying and meeting learning goals;
3. notice of any deficiencies;
4. an opportunity to refute the identified deficiencies and offer evidence of ability to satisfactorily correct the deficiencies;
5. an avenue for submitting a formal, written appeal in accordance with procedures established by the program/department if dissatisfied with the outcome.

Appeal Procedures

1. Students wishing to refute an oral and/or written notice of deficiencies or to challenge a ruling on equivalency may submit a written appeal to members of the department designated to hear appeals at the program/department level

and/or established program/departmental admission and progress committee. This appeal should be submitted within two weeks* of receiving written or oral notice of deficiencies or ruling on equivalency. The appeal should include the basis for appealing, relevant information in support of the appeal and the remedy sought. If the appeal is made because of documented disabilities and the need for accommodation, the student should consult with the Director of Disability Services, provide that individual with a copy of the materials submitted to the department, and request that relevant information be forwarded under separate copy to the student and to the department. The student should keep a copy of the appeal submitted.

2. Within two weeks* of receiving the student's appeal, the department/program shall provide written response to the student. If documented disabilities and need for accommodation are involved in the appeal, the department will consult with the Affirmative Action Officer to ensure that appropriate accommodations have been made. If appropriate accommodations have not been offered, the department will work with the Affirmative Action Officer and the Director of Disability Services to develop accommodations to be offered by the department.
3. Students not satisfied with the appeal outcome at the program/departmental level may submit a formal written appeal to the Dean of the college, with a copy to the department/program, within two weeks of receiving the departmental/program response to the original appeal. A formal appeal is a request by a student for a review of the decision-making process rather than a rehearing of the matter. The appeal should include the grounds cited for appealing, a summary of previous attempts to address the issue, relevant information in support of the appeal and the remedy sought. The student should keep a copy of the appeal submitted.
4. Upon receipt of a formal, written appeal, the Dean or designee will determine whether an appeal hearing is warranted. If the request for an appeal hearing is granted, the student will be given adequate notice of the hearing and will be informed in writing within two weeks* of the hearing of the subsequent appeal outcome; a copy of the response should be provided to the department.
5. If the request for an appeal hearing is denied, a written response will be provided to the student within two weeks* of receiving the request indicating the reason for the denial.
6. Faculty members at the department level may submit a written statement to the Dean or designee if not satisfied with the appeal outcome asking for a review of the decision at the next level of the organization to support the consistency and integrity of program standards. This request for review of the decision should be copied to the student involved.

Note: *The time period of two weeks consists of normal university operating days during fall and spring semester when classes are held. Under unusual circumstances, deadlines may be extended. If the university representative, at any step, fails to review and/or respond within the time limits provided, the student may proceed to the next step. If the student fails to respond within the time limits provided, the appeal shall be deemed to have been withdrawn.