Undergraduate Academic Probation Requirement Adjustment Appeal

The Director of Student Success deals with the occasional need to deviate from the policies and procedures related to Academic Probation (credit load and/or MT1016-Tech Success requirements). In cases where students feel that such a deviation can be justified, they may request that the Director of Student Success render a decision. Such a request must be in writing (preferably typed) and should contain at least the following:

• Precise explanation of what policy or procedure is in question and what adjustment is requested.
• Why/how you will be academically successful without the recommended requirements.
• Clear statement of why the Director should feel compelled to grant the request.

Students must understand that extreme extenuating circumstances must exist for the appeal to be approved and they should be able to show documentation of the circumstances.

The Appeal Process:

1. Complete the Academic Appeal Form on the back of this information sheet. You (the student) must submit a well-written letter, limited to one typed page (size 12 font), along with adequate justification and pertinent documentation to the Director of Student Success (Engineering Hall, Room 102). All materials must be received no later than 5:00 P.M. on the first day of the term. If you have any questions, call (406) 496-4166.

2. An appeal submitted after the deadline, with missing or incomplete materials will not be considered, so be sure to include all required forms, signatures, and documentation. Also, take care of any administrative holds on your account.

3. You should receive a written response (via your tech email account) to your appeal by the 5th day of classes.

Documentation may include, but is not limited to:

• Academic Transcripts (unofficial) that show previous academic success
• Medical Documentation
• Letters of support from faculty, advisor, physician, employer, etc. (on letterhead with their signature)
• Obituaries, funeral or memorial service program
• Documentation of Academic Support Service use
Academic Appeal Form

Date:____________

Name:_____________________

Student ID #________________

MTech Email:___________________

Major:____________________

Mark the category of your appeal (all that apply):

€ Appeal to take more than 15 credits   € Appeal to be exempt from MT1016- Tech Success

What is your academic standing?

€ First Probation   € Second Probation

€ First Suspension   € Second (or more) Suspension

€ Other:_______________________________________________

I am a (check all that apply):

€ Freshman   € Sophomore   € Junior   € Senior

€ International student   € Student athlete

Semester:  Fall  Spring  Summer  Year:____________

Complete the following information:

My current cumulative GPA is ___________. I have completed _______ credit hours. I need to raise my cumulative GPA to ______ and complete __________ credit hours by the beginning of __________ semester to return to Good Academic Standing. Filling out the table below shows that I recognize the amount of time I need to dedicate to my studies.
Attach your typewritten request with justification and documentation to this cover sheet. Check the following documents that are included with your appeal.

- **Student Letter (required)**
- **Support Letters**
- **Unofficial Academic Transcripts**
- **Obituary/Funeral Program**
- **Medical Documentation**
- **Academic Support Documentation**

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<th>Semester Courses</th>
<th>Difficulty Level</th>
<th>Hours in Class Each Week</th>
<th>Study Hours based on Difficulty</th>
<th>Needed Study Hours per Week</th>
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