

### **Instructions for Submitting Your Appeal Statement**

As part of your appeal for academic reconsideration, you must submit a written statement explaining the totality of circumstances that led to your academic suspension. Your statement helps the Academic Appeals Committee understand what contributed to your academic difficulties and what has changed to support future success. Please follow the guidelines below when preparing your submission:

#### **1. Explain what led to your academic difficulties**

Provide a clear and honest explanation of the challenges or circumstances that impacted your academic performance. These may include:

- Personal or family difficulties
- Mental or physical health concerns
- Financial or work-related challenges
- Time management issues or academic struggles
- Any other factors that contributed to your academic standing

Be as specific as you are comfortable being—your explanation helps the committee fully understand your situation.

#### **2. Describe how these challenges affected your academics**

Help the committee connect your circumstances to the outcomes by explaining:

- How these issues impacted your attendance, assignments, study habits, or ability to focus
- Any specific courses or academic situations that were affected

#### **3. Explain what has changed**

The committee needs to understand what is different now. Your statement should include:

- Steps you have already taken to address the challenges you described
- Resources you have used or plan to use (counseling, tutoring, time-management tools, etc.)
- Any changes in your personal, health, or financial situation

#### **4. Outline your plan for future success**

Provide a realistic and concrete plan for how you will succeed if readmitted. This may include:

- Academic support services you plan to use
- Changes to your schedule, work hours, or study habits
- Strategies for staying organized and maintaining progress
- Any commitments you are making to prioritize your academics

#### **5. Keep your statement clear, honest, and reflective**

Your goal is to demonstrate:

- Awareness of what led to your suspension
- Insight into how to prevent similar issues
- Readiness to return as a successful student

#### **6. Submit all required documents by the deadline**

Your completed statement, along with any supporting documentation, must be submitted by the appeals deadline. Appeals received after this deadline cannot be reviewed.



**Petition for Admission  
Dakota State University**  
for review by the  
Academic Appeals Committee

**Academic Suspension Appeal – Enrollment Information**

All forms must be typed. Handwritten will not be accepted. Completed form and any supporting documentation should be emailed to [admissions@dsu.edu](mailto:admissions@dsu.edu).

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**When do you hope to begin / resume classes at DSU?** \_\_\_\_\_ semester, \_\_\_\_\_ year

**Where do you plan to attend the university?** (please mark with an 'X')

☐ Madison campus (may or may not include internet courses)

☐ Online courses only

**What is your intended major?** \_\_\_\_\_

**Initial which of the following statements apply:**

\_\_\_\_\_ I am formally appealing an academic suspension. I have not been enrolled at a South Dakota public university for at least 2 full semesters as is the requirement for consideration for admission via [Board of Regents policy](#) (summer semesters included).

**OR**

\_\_\_\_\_ I am formally appealing for immediate reinstatement to DSU from an academic suspension because my failures were significantly impacted by extenuating circumstances (that is, forces beyond my control).



**Petition for Admission  
Dakota State University**  
for review by the  
Academic Appeals Committee

**Academic Suspension Appeal – Totality of Circumstances Statement**

Please provide in another document your explanations for the following. You must answer all questions to be considered for review by the Academic Appeals Committee.

**1. Description of Circumstances**

*Explain the circumstances or challenges that contributed to your academic difficulties.*

**2. Impact on Academic Performance**

*Describe how these circumstances affected your coursework, attendance, study habits, or overall performance.*

**3. Changes Since the Circumstances Occurred**

*Explain what has changed in your situation since the issues occurred. Include steps you've taken to address the challenges.*

**4. Plan for Future Academic Success**

*Describe your plan for improving your academic performance if you are readmitted. Include strategies, support systems, and resources you intend to use.*

**5. Supporting Documentation (if applicable)**

*List any documents you are including with your appeal (e.g., medical notes, letters of support, work documentation).*



**Petition for Admission  
Dakota State University**  
for review by the  
Academic Appeals Committee

**Please note**

- Incomplete or otherwise partially completed forms will be rejected.
- If you are scheduled to meet with the Academic Appeals Committee, you are expected to bring all verifiable documentation in support of your application. Examples include doctor's notes, letters from impacted people, obituaries, statements from counselors or student support personnel with whom you worked during the most recent academic probationary period, etc.
- Your meeting is confidential. Thus, all pertinent facts and documentation must be presented at the time of your meeting with the Academic Appeals Committee.

**Student Signature**

I confirm that the information provided in this appeal is accurate and truthful.

Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

For office use only:

**Registrar Review and Recommendations:**

\_\_\_\_\_  
\_\_\_\_\_

**Financial Aid Review and Recommendations:**

\_\_\_\_\_  
\_\_\_\_\_

**Admissions Information:**

High School GPA: \_\_\_\_\_ Cumulative College GPA: \_\_\_\_\_ Test Scores: \_\_\_\_\_

University Holds: \_\_\_\_\_

Date of suspension: \_\_\_\_\_

Student previous appeals: \_\_\_\_\_