



## Procedure Name: Academic Standing for Undergraduate Students

Custodian of Procedure: Provost and Senior Vice President for Academic Affairs

Date of Adoption: August 1999

Date of Next Review: September 2032

### PROCEDURE

1. Registration & Academic Records runs the Satisfactory Academic Progress (SAP) reports after grades are due each semester (fall, spring and summer).
2. SAP reports are shared with Academic Affairs, University Advising, and other relevant campus partners.
3. Academic Affairs notifies students via MavMail of their warning, suspension, or probation status and relevant next steps.
4. Academic Recovery Advising (within University Advising) reaches out to students on warning or probation with intervention information, including the opportunity to create Student Success Plans for warning or probation terms. Opportunities to create plans after week ten of the term are limited.
5. Students who are suspended are ineligible to continue their enrollment for at least one calendar year (3 consecutive terms, including summer).
  - a. Students qualify for academic re-enrollment to the university after completing their term of suspension (see Re-enrollment after Suspension below).
  - b. Students who have experienced documentable extenuating circumstances leading up to academic suspension and/or have an eligible Student Success Plan can appeal for early reinstatement consideration (see Early Reinstatement below).

### Re-enrollment after Suspension

Students planning to return to the University after suspension (3 consecutive terms, including summer) should contact Academic Recovery in University Advising. Next steps with Academic Recovery include an advising appointment and creation of a Student Success Plan. Students are encouraged to schedule this advising appointment 2-3 months before the term they want to return to maximize course availability; appointments scheduled less than a month before students' intended re-enrollment term are limited. This appointment cannot occur before the course schedule for the re-enrollment term is posted.

## Early Reinstatement

Students who experienced documentable extenuating circumstances leading up to academic suspension and/or who demonstrate significant academic improvement while working on a Student Success Plan with University Advising can appeal to return sooner than one year (3 consecutive term, including summer) away from the University. Early reinstatement appeals need to be submitted no fewer than 14 calendar days before the Summer or Fall term and no less than 7 calendar days before the start of the Spring term. See the Academic Appeals webpage for specific deadlines and the early reinstatement form.

Extenuating Circumstances may include but are not limited to:

- Serious physical illness, disease management, mental illness, accident, or injury experienced by the student, the student's dependent, the student's immediate family member, or someone for whom the student is a primary caregiver.
- Death of a member of the student's immediate family, which shall include spouse or domestic partner, children (including stepchildren, foster children, or wards), siblings, parents, parents of the spouse/partner, grandchildren, grandparents. Divorce experienced by student or their parent.
- Documentable legal, criminal, or personal hardship issues with immediate family, roommate, or other significant persons.
- Early reinstatement appeals are reviewed by the Assistant Provost for Accreditation, Assessment, and Curriculum Innovation, as the delegate for the Provost and Senior Vice President for Academic Affairs, and by the Undergraduate Academic Reinstatement Panel as needed. Appeals must include: Student statement describing the appeal request and rationale

### AND

- Detailed documentation/evidence of extenuating circumstances

### OR

- Evidence of significant academic improvement on the student's transcript while working with a University Advising on a Student Success Plan

The student and Academic Recovery Advising receive notification about early reinstatement decisions within 7 calendar days after the appeal deadline. The decision is communicated from Academic Affairs via email.

The following information may be considered during review of application for reinstatement:

- Previous terms where good academic standing has been achieved
- Number of previous suspensions
- Length of time following suspension from Minnesota State Mankato
- Academic performance at institutions attended prior to and/or following suspension from Minnesota State Mankato
- Progress toward degree
- Evidence that the extenuating circumstance is fully resolved or will no longer be an impediment to academic success
- Evidence of substantial academic progress and a relevant Student Success Plan

### **Undergraduate Academic Reinstatement Panel**

The Undergraduate Academic Reinstatement Panel serves as a consultative body when additional review of reinstatement applications is warranted. Recommendations will be made through simple majority vote. The panel includes representation from the following groups:

- Faculty Association
- University Advising
- Registration & Academic Records
- Financial Aid
- Diversity, Equity and Inclusion
- Global Education
- Convened by Assistant Provost for Accreditation, Assessment, and Curriculum Innovation

## History of Revisions:

Effective Date of Last Review: August 1, 2026

Date of Last Review: September 2025

### Revisions Made:

2025: Updated procedures to account for changes in advising structures that support students in academic recovery (warning, probation or suspension). Examples of extenuating circumstances were brought into alignment with examples from the University Student Financial Aid Eligibility Policy.

### References:

Minnesota State Board Policy 2.9

Minnesota State Board Procedures 2.9.1

Minnesota State University, Mankato Student Financial Aid Eligibility Policy

Minnesota State University, Mankato Grading Policy

Minnesota State University, Mankato Undergraduate Course Repeat Policy

Vice President's Recommendation

President's Approval