

**ACADEMIC SUSPENSION APPEAL FORM**  
**For Undergraduate Students**

revised 12-12-19

Northwestern State University policy allows a student with mitigating circumstances to appeal suspension from the University.

**DIRECTIONS TO STUDENT:**

1. Complete this Appeal Form in its entirety.
2. Explain the basis of the appeal for readmission to NSU in a typed letter. Describe the circumstances that contributed to your current academic performance. Explain what you will do differently to improve your academic standing this semester. Attach the letter to this Appeal Form.
3. Schedule a meeting with your academic advisor or department head.
4. Obtain a statement for the appeal request from your academic advisor or department head. The statement is to either support or deny the request. If the request is supported, the Re-Admit Contract for Suspended Students, with terms/ conditions, must be included with the Appeal Form and Student Appeal Letter. If the appeal request is not supported by the academic advisor or department head, reasons must be provided for denying the student's appeal request.
5. All academic appeal materials (appeal form, appeal letter, and statement of support/denial from the academic advisor or department head) will be submitted to the appropriate Dean's Office (see page 3) by the last day of regular registration. The appeal materials may be EMAILED, FAXED, or HAND-CARRIED to the DEAN's OFFICE.

Include contact information below.

YOU WILL BE NOTIFIED BY TELEPHONE OR E-MAIL FROM THE DEAN'S OFFICE REGARDING THE STATUS OF YOUR APPEAL.

APPEALS RECEIVED AFTER THE DEADLINE OF THE LAST DAY for REGULAR (16 week) OR B-TERM (8-WEEK) REGISTRATION FOR THAT SEMESTER WILL NOT BE CONSIDERED BY THE ACADEMIC DEAN.

**LATE ACADEMIC APPEALS WILL NOT BE ACCEPTED**

\*\*\*\*\* FINANCIAL AID APPEALS ARE NOT RELATED TO ACADEMIC SUSPENSION APPEALS \*\*\*\*\*

**CONTACT INFORMATION:**

Student Name \_\_\_\_\_ CWID \_\_\_\_\_ Date \_\_\_\_\_

**CURRENT ADDRESS AND PHONE NUMBERS**

Address \_\_\_\_\_ College (see pp. 3-4) \_\_\_\_\_

City \_\_\_\_\_ Department (see pp. 3-4) \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Major \_\_\_\_\_

Cell # \_\_\_\_\_ Advisor \_\_\_\_\_

Land # \_\_\_\_\_ Advisor Email \_\_\_\_\_

NSU Email Address: \_\_\_\_\_@nsula.edu

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

# RE-ADMIT CONTRACT

To be completed by ACADEMIC ADVISOR or DEPARTMENT HEAD

Previous Appeals: \_\_\_\_\_ (dates)

Last Semester Enrolled \_\_\_\_\_ Semester GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Statement provided by Advisor or Department Head (*provided as an attached document*)

Action taken by Advisor or Department Head: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Advisor or Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

## TERMS AND CONDITIONS for RE-ADMISSION

To be completed by ACADEMIC ADVISOR or DEPARTMENT HEAD and STUDENT and signed by the Student.

- I will enroll in a minimum of \_\_\_\_\_ hours and a maximum of \_\_\_\_\_ hours this semester.
- I will earn at least a 2.0 GPA this semester or a minimum GPA set by my academic advisor or department head (GPA: \_\_\_\_\_).
- I will meet with my assigned academic advisor at least two times this semester.
- I will schedule an appointment with my academic advisor by \_\_\_\_\_ (date set by the advisor or department head).
- I will schedule an appointment with my academic advisor or department head after the posting of my midterm grades.
- After mid-term grades are posted, I am responsible for meeting with my assigned academic advisor for advising and registration for the following semester.
- I will attend a minimum of two Student Success Workshops presented by the Academic Success Center (ASC).  
(Schedule to be provided by the ASC.)
- Other requirements, such as study hall hours, tutoring, or prescriptive course schedule:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand I must fulfill the conditions of this contract as stated above.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by the DEAN

ACTION TAKEN BY DEAN:  Approved for \_\_\_\_\_ semester  Denied

DEAN'S RESPONSE:

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

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

### DIRECTIONS TO DEAN:

Submit all appeal materials to Academic Advising Services (email, fax, or hand-carried).  
Suite 112 Watson Memorial Library | 318-357-4399 Fax | academicadvising@nsula.edu

**ACADEMIC MAJORS** by departments and colleges are listed below. You will be responsible for contacting your academic advisor or department head who will review your academic appeal materials (appeal form and appeal letter). Following your advisor or department head's recommendation, all appeal materials will be submitted to the appropriate College Dean's office for approval. You will be notified by your College Dean (or designee of the Dean) of the final decision for your appeal request.

**College of Arts and Sciences; Scholars' College | Dean: Dr. Francene Lemoine**  
**Location:** Caspari Hall Room 128 | **Phone:** 318-357-4330 | **Fax:** 318-357-4255 | **Email:** lemoinef@nsula.edu

Department	Major	Department Head, Director, or Coordinator
<b>School of Biological and Physical Sciences</b>	Applied Microbiology, Biology, Pre-Professional Programs, Physical Sciences, Veterinary Technology	<b>Dr. Christopher Lyles</b> • 112C Bienvenue Hall 318-357-5323   lylesc@nsula.edu
<b>Criminal Justice, History, and Social Sciences</b>	Criminal Justice, History, Unified Public Safety Administration	<b>Dr. Mark O. Melder</b> • 103 Kyser Hall 318-357-5499   melderom@nsula.edu
<b>Engineering Technology</b>	Electronics Engineering Technology, Industrial Engineering Technology	<b>Dr. Jafar Al Sharab</b> • 102 Williamson Hall 318-357-6751   jafar@nsula.edu
<b>English, Foreign Language, and Cultural Studies</b>	English	<b>Dr. James Mischler</b> • 318B Kyser Hall 318-357-6272   mischlerj@nsula.edu
<b>Mathematics</b>	Mathematics	<b>Dr. Frank Serio</b> • 431 Kyser Hall 318-357-4308   serio@nsula.edu
<b>School of Creative and Performing Arts</b>	Communication	<b>Dr. Brian Gabriel</b> • 239E Kyser Hall 318-357-6166   gabrialb@nsula.edu
	Fine and Graphic Arts	<b>Mr. Matthew DeFord</b> • 205B New Fine Arts Building 318-357-6560   defordm@nsula.edu
	Music	<b>Dr. Malena McLaren</b> • 223S Creative & Performing Arts Bldg 318-357-5758   mclauren@nsula.edu
	Theatre & Dance	<b>Mr. Brett Garfinkel</b> • 101S Creative & Performing Arts Bldg 318-357-5793   garfinkelb@nsula.edu
<b>Other Degree Offerings</b>	General Studies, Liberal Arts	<b>Mr. Steve Hicks</b> • 112 Eugene P. Watson Memorial Library 318-357-6950   hickss@nsula.edu
<b>Scholars' College</b>	Liberal Arts	<b>Dr. Kirsten Bartels</b> • 110 Morrison Hall 318-357-4577   kirsten@nsula.edu

**College of Business and Technology | Dean: Dr. Margaret Kilcoyne**  
**Location:** Russell Hall Room 201 | **Phone:** 318-357-5162 | **Fax:** 318-357-5990 | **Email:** kilcoyne@nsula.edu

Department	Major	Department Head, Director, or Coordinator
<b>School of Business</b>	Accounting	<b>Mr. Curtis Penrod</b> • 114E Russell Hall 318-357-5033   penrodc@nsula.edu
	Business Administration	<b>Mr. Curtis Penrod</b> • 114E Russell Hall 318-357-5033   penrodc@nsula.edu
	Computer Information Systems	<b>Mr. Curtis Penrod</b> • 114E Russell Hall 318-357-5033   penrodc@nsula.edu
	Hospitality, Management, and Tourism	<b>Ms. Connie Jones</b> • 132 FACS Building 318-357-5587   jonescl@nsula.edu

**Gallaspy College of Education and Human Development | Dean: Dr. Kimberly McAlister**  
**Location:** Teacher Educ. Center, Pod B, Rm B103 | **Phone:** 318-357-6288 | **Fax:** 318-357-6275 | **Email:** mcalisterk@nsula.edu

Department	Major	Department Head, Director, or Coordinator
<b>Health and Human Performance</b>	Health and Exercise Science, Health and Physical Education Grades K-12	<b>Dr. John Dollar</b> 139 H&HP Building 318-357-6126   dollarj@nsula.edu
<b>Psychology</b>	Addiction Studies, Psychology	<b>Dr. Susan Thorson-Barnett</b> 333 Bienvenu Hall 318-357-6594   barnetts@nsula.edu
<b>Social Work</b>	Social Work	<b>Dr. Ruth Weinzettle</b> 149 Kyser Hall 318-357-5491   weinzettler@nsula.edu
<b>School of Education</b>	Child and Family Studies; Early Childhood, Grades PK-3; Elementary Grades 1-5; Secondary Grades 6-12; Instrumental Music Education K-12; Vocal Music Education K-12; Instrumental & Vocal Education K-12.	<b>Dr. Katrina Jordan</b> B-115 Teacher Education Center 318-357-6144   jordank@nsula.edu

**College of Nursing and School of Allied Health | Dean: Dr. Dana Clawson**  
**Location:** Shreveport Campus: 1800 Line Avenue, Shreveport, La  
**Phone:** 318-677-3015 | **Fax:** 318-677-3127 | **Email:** roed@nsula.edu

Department	Major	Department Head, Director, or Coordinator
<b>School of Allied Health</b>	Allied Health; Radiologic Sciences	<b>Dr. Joel Hicks</b> 403-C Nursing Education Center, Shreveport 318-677-3072   hicksj@nsula.edu
<b>College of Nursing</b>	Nursing	<b>Dr. Pamela Simmons</b> 401 Nursing Education Center, Shreveport 318-677-3100   simmonsp@nsula.edu