

ACADEMIC SUSPENSION APPEAL FORM
For Undergraduate Students

revised 7-25-19

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; Louisiana 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
School of Biological and Physical Sciences	Applied Microbiology, Biology, Pre-Professional Programs, Physical Sciences, Veterinary Technology	Dr. Christopher Lyles • 112 C Bienvenu Hall 318-357-5323 lylesc@nsula.edu
Criminal Justice, History, and Social Sciences	Criminal Justice, History, Unified Public Safety Administration	Dr. Mark O. Melder • 103 Kyser Hall 318-357-5499 melderm@nsula.edu
Engineering Technology	Electronics Engineering Technology, Industrial Engineering Technology	Dr. Jafar Al Sharab • 102 Williamson Hall 318-357-6751 jafar@nsula.edu
English, Foreign Languages, and Cultural Studies	English	Dr. James Mischler • 318 B Kyser Hall 318-357-6272 mismichlerj@nsula.edu
Mathematics	Mathematics	Dr. Frank Serio • 431 Kyser Hall 318-357-4308 serio@nsula.edu
School of Creative and Performing Arts	Communication	Dr. Brian Gabriel • 239E Kyser Hall 318-357-6166 gabrialb@nsula.edu
	Fine and Graphic Arts	Mr. Matthew DeFord • 205 B Creative & Performing Arts 318-357-6560 defordm@nsula.edu
	Music	Ms. Terrie Sanders • 213S Creative & Performing Arts 318-357-5762 sanderst@nsula.edu
	Theatre & Dance	Mr. Brett Garfinkel • 101S Creative & Performing Arts 318-357-5793 garfinkelb@nsula.edu
Other Degree Offerings	General Studies, Liberal Arts	Mr. Steve Hicks • 112 Eugene P. Watson Memorial Library 318-357-6950 hickss@nsula.edu
Louisiana Scholars' College	Liberal Arts	Dr. Kirsten Bartels • 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
School of Business	Accounting	Dr. Margaret Kilcoyne • 201A Russell Hall 318-357-5161 kilcoynem@nsula.edu
	Business Administration	Ms. Connie Jones • 132 FACS Building 318-357-5587 jonescl@nsula.edu
	Computer Information Systems	Mr. Curtis Penrod • 114E Russell Hall 318-357-5033 penrodc@nsula.edu
	Hospitality, Management, and Tourism	Ms. Connie Jones • 132 FACS Building 318-357-5587 jonescl@nsula.edu

Gallaspay 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
Health and Human Performance	Health and Exercise Science, Health and Physical Education Grades K-12	Dr. John Dollar 139 H&HP Building 318-357-6126 dollarj@nsula.edu
Psychology	Addiction Studies, Psychology	Dr. Susan Thorson-Barnett 333 Bienvenu Hall 318-357-6594 barnetts@nsula.edu
Social Work	Social Work	Dr. Ruth Weinzettle 149 Kyser Hall 318-357-5491 weinzettler@nsula.edu
School of Education	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.	Dr. Katrina Jordan 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
School of Allied Health	Allied Health; Radiologic Sciences	Dr. Joel Hicks 403-C Nursing Education Center, Shreveport 318-677-3072 hicksj@nsula.edu
College of Nursing	Nursing	Dr. Pamela Simmons 401 Nursing Education Center, Shreveport 318-677-3100 simmonsp@nsula.edu