ACADEMIC SUSPENSION APPEAL FORM

For Undergraduate Students

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:**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>CWID</th>
<th>Date</th>
</tr>
</thead>
</table>

**CURRENT ADDRESS AND PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Address</th>
<th>College (see pp. 3-4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Department (see pp. 3-4)</td>
</tr>
<tr>
<td>State and Zip</td>
<td>Major</td>
</tr>
<tr>
<td>Cell #</td>
<td>Advisor</td>
</tr>
<tr>
<td>Land #</td>
<td>Advisor Email</td>
</tr>
</tbody>
</table>

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.

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

**Location:** Caspari Hall Room 128  |  **Phone:** 318-357-4330  |  **Fax:** 318-357-4255  |  **Email:** lemoinef@nsula.edu

<table>
<thead>
<tr>
<th>Department</th>
<th>Major</th>
<th>Department Head, Director, or Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Biological and Physical Sciences</td>
<td>Applied Microbiology, Biology, Pre-Professional Programs, Physical Sciences, Veterinary Technology</td>
<td>Dr. Christopher Lyles • 112C Bienvenu Hall 318-357-5323</td>
</tr>
<tr>
<td>School of Social Sciences and Applied Programs</td>
<td>Criminal Justice, History, Unified Public Safety Administration</td>
<td>Dr. Mark O. Melder • 103 Kyser Hall 318-357-5499</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>Electronics Engineering Technology, Industrial Engineering Technology</td>
<td>Dr. Jafar Al Sharab • 102 Williamson Hall 318-357-6751</td>
</tr>
<tr>
<td>English, Foreign Language, and Cultural Studies</td>
<td>English</td>
<td>Dr. Thomas Reynolds, • 318B Kyser Hall 318-357-6272</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Dr. Frank Serio • 431 Kyser Hall 318-357-4308</td>
</tr>
<tr>
<td>School of Creative and Performing Arts</td>
<td>Communication</td>
<td>Dr. Jie (Jessica) Zhang • 239 Kyser Hall 318-357-6166</td>
</tr>
<tr>
<td></td>
<td>Fine and Graphic Arts</td>
<td>Ms. Leslie Gruesbeck • 205B New Fine Arts Building 318-357-6560</td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td>Ms. Terrie Sanders • 213S Creative &amp; Performing Arts Bldg 318-357-5762</td>
</tr>
<tr>
<td></td>
<td>Theatre &amp; Dance</td>
<td>Mr. Brett Garfinkel • 101S Creative &amp; Performing Arts Bldg 318-357-5793</td>
</tr>
<tr>
<td>Other Degree Offerings</td>
<td>General Studies, Liberal Arts</td>
<td>Mr. Steve Hicks • 112 Eugene P. Watson Memorial Library 318-357-6950</td>
</tr>
<tr>
<td>Scholars’ College</td>
<td>Liberal Arts</td>
<td>Dr. Francene Lemoine • 128 Caspari Hall 318-357-4330</td>
</tr>
</tbody>
</table>

#### College of Business and Technology

**Location:** Russell Hall Room 201  |  **Phone:** 318-357-5161  |  **Fax:** 318-357-5990  |  **Email:** maryedith@nsula.edu

<table>
<thead>
<tr>
<th>Department</th>
<th>Major</th>
<th>Department Head, Director, or Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>Accounting</td>
<td>Dr. Curtis Penrod • 114E Russell Hall 318-357-5033</td>
</tr>
<tr>
<td></td>
<td>Business Administration</td>
<td>Dr. Curtis Penrod • 114E Russell Hall 318-357-5033</td>
</tr>
<tr>
<td></td>
<td>Computer Information Systems</td>
<td>Dr. Curtis Penrod • 114E Russell Hall 318-357-5033</td>
</tr>
<tr>
<td></td>
<td>Hospitality, Management, and Tourism</td>
<td>Ms. Connie Jones • 132 FACS Building 318-357-5587</td>
</tr>
</tbody>
</table>

#### Location

- **School of Business**: Russell Hall Room 201
- **School of Creative and Performing Arts**: Kyser Hall
- **School of Business**: Russell Hall
- **School of Biological and Physical Sciences**: College of Business and Technology
- **School of Social Sciences and Applied Programs**: College of Arts and Sciences; Scholars’ College
- **Engineering Technology**: College of Business and Technology
- **English, Foreign Language, and Cultural Studies**: College of Business and Technology
- **Mathematics**: College of Business and Technology
- **Other Degree Offerings**: College of Business and Technology

#### Phone Numbers

- **School of Business**: 318-357-5033
- **School of Creative and Performing Arts**: 318-357-6166
- **School of Business**: 318-357-6950
- **School of Biological and Physical Sciences**: 318-357-5499
- **School of Social Sciences and Applied Programs**: 318-357-6751
- **Engineering Technology**: 318-357-6272
- **English, Foreign Language, and Cultural Studies**: 318-357-6272
- **Mathematics**: 318-357-4308
- **Other Degree Offerings**: 318-357-6950
- **Scholars’ College**: 318-357-4330

#### Email Addresses

- **School of Business**: penrodC@nsula.edu
- **School of Creative and Performing Arts**: zhang@nsula.edu
- **School of Business**: hickss@nsula.edu
- **School of Biological and Physical Sciences**: greusbeckl@nsula.edu
- **School of Social Sciences and Applied Programs**: sanderst@nsula.edu
- **Engineering Technology**: garfinkelb@nsula.edu
- **English, Foreign Language, and Cultural Studies**: reynoldst@nsula.edu
- **Mathematics**: serio@nsula.edu
- **Other Degree Offerings**: hickss@nsula.edu
- **Scholars’ College**: lemoinef@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

<table>
<thead>
<tr>
<th>Department</th>
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</tr>
</thead>
</table>
| Health and Human Performance| Health and Exercise Science, Health and Physical Education Grades K-12| Dr. Tara Tietjen-Smith  
102 H&HP Building  
318-357-5103 | tietjensmitht@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 Weinzellette  
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 | jordanlk@nsula.edu                                                   |

### College of Nursing and School of Allied Health

**Dean:** Dr. Joel Hicks  
**Location:** Shreveport Campus: 1800 Line Avenue, Shreveport, La  
**Phone:** 318-677-3073  
**Fax:** 318-677-3127  
**Email:** hicksj@nsula.edu

<table>
<thead>
<tr>
<th>Department</th>
<th>Major</th>
<th>Department Head, Director, or Coordinator</th>
</tr>
</thead>
</table>
| School of Allied Health     | Allied Health; Radiologic Sciences                                     | Dr. Kelli Haynes  
403 Nursing Education Center, Shreveport  
318-677-3100 | haynesk@nsula.edu                                                    |
| College of Nursing          | Nursing                                                                | Dr. Anna Morris  
433 Nursing Education Center, Shreveport  
318-677-3100 | morrisa@nsula.edu                                                   |