

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:

Student Name _____

CWID _____

Date _____

CURRENT ADDRESS AND PHONE NUMBERS

Address _____

College (see pp. 2-3) _____

City _____

Department (see pp. 2-3) _____

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 and Academic Dean.

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; signed by the Student and Academic Dean.

- 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 _____

ACTION TAKEN BY DEAN: Approved _____ Denied _____

COMMENTS:

Dean's Signature _____ Date _____

DIRECTIONS TO DEAN:

Submit all appeal materials to Academic Advising Services (email, fax, or hand-carried).
122 Family & Consumer Science Building | 318-357-4399 | 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. Greg Handel
Location: Caspari Hall Room 128 | **Phone:** 318-357-4330 | **Fax:** 318-357-4255 | **Email:** handelg@nsula.edu

Department	Major	Department Head, Director, or Coordinator
Biology, Microbiology, and Veterinary Technology	Biology, Veterinary Technology	Dr. Francene Lemoine • 112 C Bienvenue Hall 318-357-5323 lemoinef@nsula.edu
Criminal Justice, History, and Social Sciences	Criminal Justice, History, Unified Public Safety Administration	Dr. Joe Morris • 103 Kyser Hall 318-357-5499 morrisj@nsula.edu
English, Foreign Language, and Cultural Studies	English	Dr. James Mischler • 318 B Kyser Hall 318-357-6272 mischlerj@nsula.edu
Mathematics	Mathematics	Dr. Frank Serio • 431 Kyser Hall 318-357-4308 serio@nsula.edu
Creative and Performing Arts	Communication	Dr. Paula Furr • 239E Kyser Hall 318-357-6166 furrp@nsula.edu
	Fine and Graphic Arts	Mr. Matthew DeFord • 205 B New Fine Arts Building 318-357-6560 defordm@nsula.edu
	Music	Dr. Malena McLaren • 223S Creative & Performing Arts Bldg 318-357-5758 mclarenm@nsula.edu
	Theatre & Dance	Mr. Scott Burrell • 106S Creative & Performing Arts Bldg 318-357-6891 nfburrellc@nsula.edu
Other Degree Offerings	General Studies, Liberal Arts, Resource Management	Mr. Steve Hicks • 122 Family & Consumer Science Bldg 318-357-4399 hickss@nsula.edu
Scholars' College	Liberal Arts	Dr. Kirsten Bartels • 110 Morrison Hall 318-357-4577 bartelsk@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
Business	Accounting	Dr. Nat Briscoe • 306D Russell Hall 318-357-5709 briscoe@nsula.edu
	Business Administration	Ms. Connie Jones • 210 FACS Building 318-357-5072 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 • 210 FACS Building 318-357-5072 jonescl@nsula.edu
Engineering Technology	Electronics Engineering Technology, Industrial Engineering Technology	Dr. Ali Ahmad • 101/102 Williamson Hall 318-357-6751 ahmada@nsula.edu

Gallaspy College of Education and Human Development | Dean: Dr. Vickie Gentry**Location:** Teacher Educ. Center, Pod B, Rm B103 | **Phone:** 318-357-6288 | **Fax:** 318-357-6275 | **Email:** gentryv@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 39 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. Wade Tyler 149 Kyser Hall 318-357-5491 tyler@nsula.edu
Teaching, Leadership, and Counseling	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. Kimberly McAlister B-107 Teacher Education Center 318-357-6144 mcalisterk@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
Allied Health	Allied Health; Radiologic Sciences	Dr. Laura Aaron 209C Nursing Education Center, Shreveport 318-677-3072 carwilel@nsula.edu
Nursing	Nursing	Dr. Pamela Simmons LC 401 Nursing Education Center, Shreveport 318-677-3100 simmonsp@nsula.edu