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 ________________________________________________________________

City_________________________________________________ College (see pp. 3-4) ____________________________

State______________________ Zip_____________________ 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 _____________________ Denied ________________________

DEAN’S RESPONSE:

____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

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 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. Greg Handel**  
**Location:** Caspari Hall Room 128  
**Phone:** 318-357-4330  
**Fax:** 318-357-4255  
**Email:** handelg@nsula.edu

<table>
<thead>
<tr>
<th>Department</th>
<th>Major</th>
<th>Department Head, Director, or Coordinator</th>
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</table>
| Biology, Microbiology, and Veterinary Technology | Biology, Veterinary Technology | Dr. Francene Lemoine  
318-357-5323  
lemoinef@nsula.edu |
| Criminal Justice, History, and Social Sciences | Criminal Justice, History, Unified Public Safety Administration | Mr. Joe Morris  
318-357-5499  
morrisj@nsula.edu |
| English, Foreign Language, and Cultural Studies | English | Dr. James Mischler  
318-357-6272  
mischlerj@nsula.edu |
| Mathematics | Mathematics | Dr. Frank Serio  
318-357-4308  
serio@nsula.edu |
| Creative and Performing Arts | Communication | Dr. Paula Furr  
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  
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

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| Business | Accounting | Dr. Nat Briscoe  
306D Russell Hall  
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

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<tbody>
<tr>
<td>Health and Human Performance</td>
<td>Health and Exercise Science, Health and Physical Education Grades K-12</td>
<td>Dr. John Dollar 39 H&amp;HP Building 318-357-6126 <a href="mailto:dollarj@nsula.edu">dollarj@nsula.edu</a></td>
</tr>
<tr>
<td>Psychology</td>
<td>Addiction Studies, Psychology</td>
<td>Dr. Susan Thorson-Barnett 333 Bienvenu Hall 318-357-6594 <a href="mailto:barnetts@nsula.edu">barnetts@nsula.edu</a></td>
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<tr>
<td>Social Work</td>
<td>Social Work</td>
<td>Dr. Wade Tyler 149 Kyser Hall 318-357-5491 <a href="mailto:tyler@nsula.edu">tyler@nsula.edu</a></td>
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<tr>
<td>Teaching, Leadership, and Counseling</td>
<td>Early Childhood, Grades PK-3; Elementary Grades 1-5; Secondary Grades 6-12; Instrumental Music Education K-12; Vocal Music Education K-12; Instrumental &amp; Vocal Education K-12.</td>
<td>Dr. Kimberly McAlister B-107 Teacher Education Center 318-357-6144 <a href="mailto:mcalisterk@nsula.edu">mcalisterk@nsula.edu</a></td>
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<tr>
<td></td>
<td>Family and Consumer Sciences</td>
<td>Dr. Rania Salman C-121 Teacher Education Center 318-357-4202 <a href="mailto:salmanr@nsula.edu">salmanr@nsula.edu</a></td>
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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

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<tr>
<td>Allied Health</td>
<td>Allied Health; Radiologic Sciences</td>
<td>Dr. Laura Aaron 209C Nursing Education Center, Shreveport 318-677-3072 <a href="mailto:carwilel@nsula.edu">carwilel@nsula.edu</a></td>
</tr>
<tr>
<td>Nursing</td>
<td>Nursing</td>
<td>Dr. Pamela Simmons LC 401 Nursing Education Center, Shreveport 318-677-3100 <a href="mailto:simmonsp@nsula.edu">simmonsp@nsula.edu</a></td>
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