

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

revised 1-8-18

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:

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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:

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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

| 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. Francene Lemoine</b> • 112 C Bienvenue Hall<br>318-357-5323   lemoinef@nsula.edu                |
| <b>Criminal Justice, History, and Social Sciences</b>  | Criminal Justice, History, Unified Public Safety Administration                                    | <b>Mr. Joe Morris</b> • 103 Kyser Hall<br>318-357-5499   morrisj@nsula.edu                             |
| <b>English, Foreign Language, and Cultural Studies</b> | English  | <b>Dr. James Mischler</b> • 318 B Kyser Hall<br>318-357-6272   mismichlerj@nsula.edu                   |
| <b>Mathematics</b>                                     | Mathematics  | <b>Dr. Frank Serio</b> • 431 Kyser Hall<br>318-357-4308   serio@nsula.edu                              |
| <b>Creative and Performing Arts</b>                    | Communication  | <b>Dr. Paula Furr</b> • 239E Kyser Hall<br>318-357-6166   furrp@nsula.edu                              |
|  | Fine and Graphic Arts  | <b>Mr. Matthew DeFord</b> • 205 B New Fine Arts Building<br>318-357-6560   defordm@nsula.edu           |
|  | Music  | <b>Dr. Malena McLaren</b> • 223S Creative & Performing Arts Bldg<br>318-357-5758   mclarenm@nsula.edu  |
|  | Theatre & Dance  | <b>Mr. Scott Burrell</b> • 106S Creative & Performing Arts Bldg<br>318-357-6891   nfburrellc@nsula.edu |
| <b>Other Degree Offerings</b>                          | General Studies, Liberal Arts  | <b>Mr. Steve Hicks</b> • 122 Family & Consumer Science Bldg<br>318-357-6950   hickss@nsula.edu         |
|  | Resource Management  | <b>Mr. Jack Atherton</b> • 343E Kyser Hall<br>318-357-6850   athertonj@nsula.edu                       |
| <b>Scholars' College</b>                               | Liberal Arts   | <b>Dr. Kirsten Bartels</b> • 110 Morrison Hall<br>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>Business</b>               | Accounting  | <b>Dr. Nat Briscoe</b> • 306D Russell Hall<br>318-357-5709   briscoe@nsula.edu         |
|                               | Business Administration   | <b>Ms. Connie Jones</b> • 132 FACS Building<br>318-357-5587   jonescl@nsula.edu        |
|                               | Computer Information Systems  | <b>Mr. Curtis Penrod</b> • 114E Russell Hall<br>318-357-5033   penrodc@nsula.edu       |
|                               | Hospitality, Management, and Tourism                                  | <b>Ms. Connie Jones</b> • 132 FACS Building<br>318-357-5587   jonescl@nsula.edu        |
| <b>Engineering Technology</b> | Electronics Engineering Technology, Industrial Engineering Technology | <b>Dr. Jafar Al Sharab</b> • 101/102 Williamson Hall<br>318-357-6751   jafar@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><br>139 H&HP Building<br>318-357-6126   dollarj@nsula.edu                |
| <b>Psychology</b>                           | Addiction Studies, Psychology   | <b>Dr. Susan Thorson-Barnett</b><br>333 Bienvenu Hall<br>318-357-6594   barnetts@nsula.edu     |
| <b>Social Work</b>                          | Social Work   | <b>Dr. Wade Tyler</b><br>149 Kyser Hall<br>318-357-5493   tyler@nsula.edu                      |
| <b>Teaching, Leadership, and Counseling</b> | 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. Dustin Hebert</b><br>B-116 Teacher Education Center<br>318-357-6144   hebertd@nsula.edu |
|   | Child and Family Studies  | <b>Dr. Rania Salman</b><br>B-105 Teacher Education Center<br>318-357-4202   salmanr@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>Allied Health</b> | Allied Health; Radiologic Sciences | <b>Dr. Joel Hicks</b><br>403-C Nursing Education Center, Shreveport<br>318-677-3072   hicksj@nsula.edu        |
| <b>Nursing</b>       | Nursing                            | <b>Dr. Pamela Simmons</b><br>LC 401 Nursing Education Center, Shreveport<br>318-677-3100   simmonsp@nsula.edu |