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Admissions Office

Quick Reference

Contact Information:

Office of Admissions
306 Sam Sibley Drive
Student Services Center, Suite 235
Natchitoches, LA 71497

phone: 318-357-4078
Toll-Free: 800-767-8115
applications@nsula.edu

<https://www.nsula.edu/admissions/>

Paperwork Required for Admissions:

- Completed online application
- SAT/ACT scores submitted to the university
- Official Transcripts submitted to the university
- Proof of registration with Selective Service (males only)
- Immunization records, or [exemption forms](#)

Registrar's Office

Quick Reference

Contact Information:

Office of the University Registrar
306 Sam Sibley Drive
Student Services Center, Suite 308
Natchitoches, LA 71497

phone: 318-357-6171
Toll-Free: 800-807-8849
registrar@nsula.edu

<https://www.nsula.edu/registrar/>

Common Forms Available from the Registrar's office:

[Academic Calendars](#)

Appeal/Request Forms

-[Academic Suspension Appeal form](#) -your letter should be personal, explain what happened to put you here, and what you plan to do differently should your appeal be approved.

-[Address Change](#)

-[Drop/Add Card](#)

-[Major Change Card](#)

-[Resignation/Cancellation Request Form*](#)

-[Retroactive Cancellation Request Form*](#)

-[Retroactive Withdrawal/Cancellation Request Form*](#)

*Please be aware that to complete a resignation or cancellation request, you MUST have documentation supporting your reasoning for the request.

Financial Aid

Quick Reference

Contact Information:

Office of Financial Aid
175 Sam Sibley Dr
Student Services Center, Suite 212
Natchitoches, LA 71497

phone: 318-357-5961
Toll-Free: 800-823-3008
nsufinaid@nsula.edu

Federal Financial Aid Code: 002021

<https://www.nsula.edu/financialaid/>

Funding Opportunities:

- Alumni Foundation scholarships
- [Tuition Hardship Exemption](#)
- Parent PLUS Loan
- [Fastweb](#) – third party scholarships
- Alternative loans

[Financial Aid Appeals](#) –your accompanying letter should be personal, explain what has happened in the past, and your plans for future semesters to complete your degree.

TOPS www.osfa.state.la.us

- Must complete the FAFSA by July 1 every year
- Eligibility determined yearly by www.osfa.state.la.us
- Awarded to eligible students yearly, in July
- Academic progress standards vary based on award granted
- Must reapply yearly
- TOPS Tech: Associates Degree Nursing, Veterinary Technology, Engineering Technology Associates Degree

Maintaining TOPS: (TOPS Opportunity, Performance or Honors)

- Following each academic year the following GPA must be maintained:
 - Opportunity Award: 2.30 with 24-47 hours of credit
2.50 with 48 or more hours of credit
 - Performance Award: 3.00 with 24 or more hours of credit
 - Tech Award: 2.50 with 24 or more hours of credit
 - Honors: 2.50 with 24 or more hours of credit
- Cumulative GPA is calculated on all course work attempted and may differ from the GPA calculated by the school.
- Academic year defined: 24 credits earned in fall, spring, and summer.
- Failure to earn 24 hours in an Academic Year will cancel TOPS and will NOT be reinstated.
- If TOPS is lost due to not maintaining TOPS cumulative GPA standards, it will automatically reinstate once GPA standards are met.
- Performance and Honor's awards, if denied, will automatically be reinstated as Opportunity awards once GPA requirements are met.



Veteran's Affairs Quick Reference

Contact Information:

NSU Veteran Services Office
Student Services Center, Room 335
Natchitoches, LA 71497

phone: 318-357-6171 ext. 2
Toll-Free: 800-844-8908
vetaffairs@nsula.edu

<https://www.nsula.edu/registrar/veterans-affairs/>

Academic Success Center

Quick Reference

Contact Information:

Academic Success Center
Watson Library, Room 108
Natchitoches, LA 71497

phone: 318-357-4291
academicsuccess@nsula.edu

For immediate assistance: jordanb@nsula.edu

<https://www.nsula.edu/academicsuccess/>

Services Offered:

- Face-to-Face and virtual peer tutoring (demontutoring@nsula.edu)
- Computer stations
- Open space for individual or group study sessions
- Paper Editing (academicsuccess@nsula.edu)
- Organized Study Groups
- Study Rooms
- Charging Stations
- Free Resources
- Academic Consults and Planning
- Peer Mentoring

FLAME – Faculty Led Assistance in My Education Quick Reference

<https://www.nsula.edu/flame/>

FLAME is a free service for all NSU students. Schedules can be found on the website by clicking on the subject you are seeking help in, then clicking on the course to find the schedule of instructors offering assistance.

Find a day and time that works for you, and either come to a face-to-face session or find the online session that works for you!

For more information contact Liz Pursell, purselle@nsula.edu.



FLAME

Academic Advising Center

Quick Reference

Contact information:

Academic Advising Center phone: 318-357-6980
Watson Memorial Library, Suite 112 advising@nsula.edu
Natchitoches, LA 71497

<https://www.nsula.edu/academic-advising-services/>

Advisors:

Steve Hicks
318-357-6980
hickss@nsula.edu

Tiffany Braxton
317-357-6980
valentinet@nsula.edu

Frances Welch
318-357-5676
welchf@nsula.edu

Ashlee Collins, EdD (Leesville)
337-392-3104
crooksa@nsula.edu

Liz Pursell
318-357-5916
purselle@nsula.edu

Samantha Culver
318-357-6986
culvers@nsula.edu

Kristen Culver
318-357-6478
culverk@nsula.edu

Services:

- Academic advising for Bachelor of General Studies, Associate of General Studies, and pre-clinical nursing
 - University 1000 – University Experience instruction
 - General academic advising and information
 - GPA calculations
 - Transcript audits

Counseling Services Quick Reference

Contact information:

University Counseling Services
Freidman Student Union Bldg, Room 305
Natchitoches, LA 71497

318-357-5621

<https://www.nsula.edu/ccs/>

Services:

- Confidential meetings offered in-person or online via WebEx or FaceTime
- Individual, Couples and Group Counseling
- Career Counseling
- Crisis Support and Referral services

Staff:

Rebecca Boone NCC, LPC-S
Director Counseling and Career Services
booner@nsula.edu

Counseling Services:

Maggie Bossier NCC, LPC-S
Assistant Director Counseling Services
welchm@nsula.edu

Zachary Veuleman NCC, LPC
Counselor
veulemanz@nsula.edu

Career Services:

Rachel Cunningham MA
Assistant Director Career Services
cunninghamr@nsula.edu

Sarah Burkhalter
Location and Development Officer
burkhalts@nsula.edu

OADS/Office of Accessibility and Disability Services

Quick Reference

Contact Information:

OADS Office

Watson Memorial Library Room 108

Natchitoches, LA 71497

phone: 318-357-4460

<https://www.nsula.edu/disabilitysupport/>

Staff:

Taylor Camidge

*Director of Accessibility
and Disability Support*

318-357-5460

camidget@nsula.edu

Trevor O'Bannon

*Coordinator of Accessibility
and Disability Support*

318-357-4460

obannont@nsula.edu

NORTHWESTERN STATE UNIVERSITY

Testing Center Quick Reference

Contact Information:

Testing Center

Watson Memorial Library, Room 115
Natchitoches, LA 71497

phone: 318-357-5246

testing@nsula.edu

Hours of Operation:

Monday – Thursday 7:30am - 4:30pm

Friday 8:00am – 12:00pm

<https://www.nsula.edu/testingcenter/>

Staff:

Star Hamous, M.A.

Director of Testing

starh@nsula.edu

Melissa Turlington

Testing Assistant

turlingtonm@nsula.edu

The testing center provides free proctoring for course exams to NSU students:

[Proctoring Request Form \(NSU students\)](#)

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. Francene Lemoine

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

Department	Division/Major	Department Head, Director, or Coordinator
School of Science, Technology, Engineering, and Mathematics (STEM)	Biology and Microbiology	Dr. Jerry Brunson • 112C Bienvenu Hall 318-357-5099 brunsonj@nsula.edu
	Engineering Technology	Dr. MD Shahriar Hossain • 101 Williamson Hall 318-357-6751 hossains@nsula.edu
	Mathematics	Mr. Zebulun Marcotte • 431A Kyser Hall 318-357-4308 marcottez@nsula.edu
	Physical Sciences	Dr. Christopher Lyles • 221 Fournet Hall 318-357-6514 lylesc@nsula.edu
	Veterinary Technology	Dr. Douglas Landry • 325 Bienvenu Hall 318-357-5915 landryd@nsula.edu
English, Foreign Language, and Cultural Studies	English	Dr. Thomas Reynolds • 318B Kyser Hall 318-357-6272 reynoldst@nsula.edu
School of Social Sciences and Applied Programs	Criminal Justice, History, Unified Public Safety Administration	Dr. Mark O. Melder • 105 Kyser Hall 318-357-6967 melder@nsula.edu
School of Creative and Performing Arts	Communication	Dr. Jie (Jessica) Zhang • 239 Kyser Hall 318-357-6166 zhangj@nsula.edu
	Fine and Graphic Arts	Ms. Leslie Gruesbeck • 205B New Fine Arts Building 318-357-6560 gruesbeckl@nsula.edu
	Music	Dr. Terrie Sanders • 213S Creative & Performing Arts Bldg 318-357-5762 sanderst@nsula.edu
	Dance, Theatre, Musical Theatre, Production & Design	Mr. Brett Garfinkel • 106 Creative & Performing Arts Bldg 318-357-5793 garfinkalb@nsula.edu
Other Degree Offerings	General Studies, Liberal Arts	Mr. Steve Hicks • 112 Eugene P. Watson Memorial Library 318-357-6980 hickss@nsula.edu
Scholars' College	Liberal Arts	Dr. Dean Kostantaras • 110 Morrison Hall 318-357-4577 kostantarasd@nsula.edu

College of Business and Technology | Dean: Dr. Mary Edith Stacy

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

Department	Division/Major	Department Head, Director, or Coordinator
School of Business	Accounting	Dr. Melissa Aldredge • 123 Russell Hall 318-357-5981 aldredge@nsula.edu
	Business Administration	Dr. Curtis Penrod • 201A Russell Hall 318-357-5033 penrodc@nsula.edu
	Computer Information Systems	Dr. Curtis Penrod • 201A Russell Hall 318-357-5033 penrodc@nsula.edu
	Hospitality, Management, and Tourism	Dr. Valerie Salter • 132 FACS Building 318-357-5587 salterv@nsula.edu

Gallaspys College of Education and Human Development | Interim Dean: Dr. Neeru Deep**Location:** Teacher Educ. Center, Pod B, Rm B103 | **Phone:** 318-357-6288 | **Fax:** 318-357-6275 | **Email:** deepn@nsula.edu

Department	Division/Major	Department Head, Director, or Coordinator
Health and Human Performance	Health and Exercise Science, Health and Physical Education Grades K-12	Dr. Tara Tietjen-Smith 108 H&HP Building 318-357-5126 tietjensmitht@nsula.edu
Psychology	Addiction Studies, Psychology	Dr. Charles King 333 Bienvenu Hall 318-357-6594 kingc@nsula.edu
Social Work	Social Work	Dr. Susan Campbell 149 Kyser Hall 318-357-5491 campbellsu@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. Joel Hicks**Location:** Shreveport Campus: 1800 Line Avenue, Shreveport, La**Phone:** 318-677-3073 | **Fax:** 318-677-3127 | **Email:** hicksj@nsula.edu

Department	Division/Major	Department Head, Director, or Coordinator
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 415 Nursing Education Center, Shreveport 318-677-3100 morrisa@nsula.edu

CAMPUS DIRECTORY

Campus Information Line (318) 357-6011

	Location	Bldg	Ext.
Academic Affairs	211 Caspari Hall	071	(318) 357- 5361
Academic Advising Services	112 Watson Library	092	(318) 357- 6980
Academic Success Center	108 Watson Library	092	(318) 357- 4291
Accessibility and Disability Services/OADS	108 Watson Library	092	(318) 357- 4460
Accountability and Student Conduct	309 Student Union	077	(318) 357- 5286
Admissions	235 Student Services Center	055	(318) 357- 4078
Advocacy	308 Student Union	077	(318) 357- 5570
Alumni Affairs	Alumni Center	011	(318) 357- 4414
Athletics	Athletic Fieldhouse	114	(318) 357- 5251
Athletic Administration	Athletic Fieldhouse	114	(318) 357- 5251
Athletic Academic Coordinator	Athletic Fieldhouse	114	(318) 357- 4451
Athletic Assoc. Director	Athletic Fieldhouse	114	(318) 357- 4295
Athletic Compliance	Prather Coliseum	067	(318) 357- 4154
Athletic Marketing	Athletic Fieldhouse	114	(318) 357- 4278
Athletic Tickets	Athletic Fieldhouse	114	(318) 357- 4268
Athletic Business Manager	Athletic Fieldhouse	114	(318) 357- 4272
Athletic Sports Information	Prather Coliseum	067	(318) 357- 6467
Football, Baseball, Track	Athletic Fieldhouse	114	(318) 357- 5252
Softball	Athletic Fieldhouse	114	(318) 357- 4234
Men's Basketball, Soccer	Prather Coliseum	067	(318) 357- 4274
Women's Basketball, Volleyball	Prather Coliseum	067	(318) 357- 5891
Tennis	WRAC	212	(318) 357- 5757
Auxiliary Services	102 Creative and Performing Arts	25A	(318) 357- 4300
Band	110 Creative and Performing Arts	25A	(318) 357- 4522
Bookstore	912 University Parkway		(318) 357- 4473
Career Services	306 Student Union	077	(318) 357- 5430
Student Accounting	336 Student Services Bldg.	055	(318) 357- 5447
Cashier's Office	336 Student Services Center	055	(318) 357- 5447
Center for Inclusion and Diversity	240A-B Student Union	077	(318) 357- 4281
Counseling Center	305 Student Union	077	(318) 357- 5621
Creative and Performing Arts (CAPA)	110 Creative and Performing Arts	25A	(318) 357- 6560
Fine + Graphic Arts	205B Creative and Performing Arts	25A	(318) 357- 6560
Music	103B Creative and Performing Arts	25A	(318) 357- 5755
New Media	239 Kyser Hall	081	(318) 357- 5364
Theatre	106S Creative and Performing Arts	025	(318) 357- 4483



CAMPUS DIRECTORY

	Location	Bldg	Ext.
Tickets	108 Creative and Performing Arts	25A	(318) 357- 4483
Current Sauce/Newspaper	225 Kyser Hall	081	(318) 357- 5456
Director, School of Business	210 Russell Hall	015	(318) 357- 5161
Dean, College of Educ. and Human Dev.	103B Teacher Education Center (T.E.C.)	088	(318) 357- 6288
Dean, College of Arts and Sciences	128 Caspari Hall	017	(318) 357- 4330
Dean, College of Nursing and School of Allied Health	1800 Line Ave., Shreveport, LA	030	(318) 667-3100
Natchitoches Campus	Fournet Hall	043	(318) 357- 6776
Dean, College of Business & Tech.	201 Russell Hall	015	(318) 357- 6699
Dean of Students/VP Student Experience	134 Student Services Center	077	(318) 357- 5285
Director, Scholars' College	111 Morrison Hall	042	(318) 357- 4577
Electronic Learning and Cont. Education	100 South Hall	030	(318) 357- 6355
Emergency Calls			911
External Affairs	Prather Coliseum	068	(318) 357- 6588
Financial Aid	212 Student Services Center	055	(318) 357- 5961
First Year Experience/Freshman Connection	136 Student Services Center	055	(318) 357- 5559
Greek Life	139 Student Services Center	055	(318) 357- 5439
Health Services	Infirmery Building	005	(318) 357- 5351
Help Desk	Watson Library Lab	092	(318) 357- 6696
Housing	Campus Living Villages		(318) 214-5400
Iberville Dining Hall			(318) 357- 4540
Inclusion and Diversity, VP	234 Student Union	077	(318) 367- 4488
International Student Resource Center & Study Abroad	249 Student Services Center	055	(318) 357- 5939
Intramural Programs	WRAC	026	(318) 357- 5341
Job Location and Development	306 Student Union	077	(318) 357- 4050
KNWD Radio Station	109 Kyser Hall	081	(318) 357- 5693
Libraries	Natchitoches		(318) 357- 4403
	Media		(318) 357- 4406
	Leesville		(337) 392-3126
	Shreveport		(318) 677-3007
Louisiana Scholars' College	Morrison Hall	042	(318) 357- 4577
Military Science	James A. Noe Bldg.	031	(318) 357- 5157
National Center for Preservation for Technology and Training		008	(318) 356-7444
One Card (Speed Demon)	360 Student Services Center	055	(318) 357- 5447

CAMPUS DIRECTORY

	Location	Bldg	Ext.
Orville J. Hanchey Gallery and Gallery-2	236 Creative and Performing Arts	25A	
Police	Police Station	005	(318) 357- 5431
Post Office	Post Office	086	(318) 357- 5696
Potpourri Yearbook	225 Kyser Hall	081	(318) 357- 5456
President's Office	223 Caspari Hall	017	(318) 357- 6441
Recreation Complex	Highway 1 Bypass	106	(318) 357- 6300
Golf Pro Shop			(318) 357- 6300
Pool			(318) 357- 6301
Recruiting	133 Student Services Center	055	(318) 357- 4503
Registrar	308 Student Services Center	055	(318) 357- 6171
Scholarships	252 Student Services Center	055	(318) 357- 5961
Service-Learning	313 Bienvenu Hall	090	(318) 357- 5911
Sodexo	160 Student Union	077	(318) 357- 4386
Catering	Iberville Dining Hall	074	(318) 357- 4540
Student Activities and Organizations	222 Student Union	077	(318) 357- 5438
Student Government	100 Student Union	077	(318) 357- 5136
Student Employment	212 Student Services Center		
On-Campus/Work Study	212 Student Services Center	055	(318) 357- 5961
Off-Campus/Job Location and Dev.	306 Student Union	077	(318) 357- 5430
Student Affairs	103 Student Union	077	(318) 357- 6128
Student Insurance	Infirmiry Bldg.	005	(318) 357- 5351
Student Union Office	214 Student Union	077	(318) 357- 6511
Economic Development, Innovation, and Outreach	100 South Hall	030	(318) 357- 6100
Testing Services	115 Watson Library	092	(318) 357- 5246
Title IX Coordinator	308 Student Union	077	(318) 357- 5570
TRIO/Student Support Services	241A Kyser Hall	081	(318) 357- 5901
Tutoring	108 Watson Library	092	(318) 357- 4291
University Programming Council (UPC)	222 Student Union	077	(318) 357- 5438
University Affairs	102 Creative and Performing Arts Center	25A	(318) 357- 5701
Veterans Affairs	335 Student Services Center	055	(318) 357- 6170
Vic's Cafeteria	Student Union Lobby	077	(318) 357- 5784
WRAC	322 Sam Sibley	026	(318) 357- 5269





FALL 2024		ACADEMIC CALENDAR
August 12	Monday	Faculty Report
August 12-18	Mon-Sun	Registration continues via NSUConnect
August 12	Monday	Faculty Institute
August 14	Wednesday	Advising-CenLa/Leesville/Shreveport
August 15-16	Thurs-Fri	Advising-Natchitoches
August 15	Thursday	Freshman Connection for all unregistered new students (9:00 a.m. - Student Services Center)
August 16	Friday	Intent to Attend available via MyNSU
August 17	Saturday	Residence halls open for all students
August 18	Sunday	New Student Convocation
August 19	Monday	First day of classes (16-week & A-term, all campuses)
August 19-27	Mon-Tues	Late registration (<i>fee applies</i>)
August 27	Tuesday	Final day to register, add courses, and make section changes (16-week & A-term)
August 27	Tuesday	Final day to certify Intent to Attend via MyNSU
August 27	Tuesday	Final day to drop a 16-week or A-term class and be refunded or have fees adjusted (16-week & A-term)
August 27	Tuesday	Last day to resign from all 16-week and A-term classes with 100% refund
August 28	Wednesday	Dropping 16-week and A-term courses with a "W" begins via NSUConnect. (NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account)
September 2	Monday	Labor Day Holiday
September 3	Tuesday	Final day to appeal a grade from spring 2024
September 3	Tuesday	Final day to remove "I" grades with approved 60-day waiver from spring 2024
September 4	Wednesday	Last day to resign from all 16-week and A-term classes with 50% refund
September 23	Monday	Final day to resign from A-term or drop A-term courses with a grade of "W" or change from credit to audit (A-term only)
September 23	Monday	5-Week grades due to be entered via NSUConnect by 11:55 p.m.
October 1	Tuesday	Final day for undergraduate & graduate students to apply for fall 2024 graduation
October 1	Tuesday	Final day to remove "I" grades from summer 2024
October 7 - 8	Mon- Tues	Fall break
October 12	Saturday	Last day of A-term classes
October 14	Monday	B-term classes begin
October 14	Monday	Midterm grades due to be entered via NSUConnect by 11:55 p.m.
October 15	Tuesday	A-term grades due to be entered via NSUConnect by 11:55 p.m.
October 22	Tuesday	Final day to register, add courses, or make section changes for B-term
October 28	Monday	Final day to resign from all 16-week courses or drop a 16-week course with a grade of "W" or change from credit to audit (16-week courses only)
November 15	Friday	Final day to resign from all B-term courses or drop B-term courses with a grade of "W" or change from credit to audit (B-term only)
November 22	Friday	Deadline for thesis defenses for Graduate School candidates graduating in the fall 2024 semester
Nov 25-Dec 1	Mon-Sun	Thanksgiving Holiday
December 2	Monday	Classes resume at 8:00 a.m.
December 6	Friday	Deadline for graduate students to submit all documents required for graduation in the fall2024 semester– 12:00 noon
December 6	Friday	Last day of classes
December 7	Saturday	Final day to appeal a grade from summer 2024
December 7	Saturday	Final day to remove "I" grades with approved 60-day waiver from summer 2024
December 7 - 12	Sat- Thurs	Final examinations
December 12	Thursday	Candidate grades due to be entered via NSUConnect by 12:00 noon
December 13	Friday	Residence halls close
December 16	Monday	All grades due to be entered via NSUConnect by 12:00 noon
December 16	Monday	Certification listings due from deans by 12:00 noon
December 18-19	Wed-Thurs	Commencement Ceremonies



FALL 2024		1ST 8-WEEK SESSION (A-TERM)
August 12	Monday	Faculty Report
August 12-18	Mon-Sun	Registration continues via NSUConnect
August 16	Friday	Intent to Attend available via MyNSU
August 18	Sunday	Last day to resign from all A-term classes with 100% refund (NOTE: For students enrolled in A-term only)
August 19	Monday	First day of classes (16-week & A-term, all campuses)
August 19-27	Mon-Tues	Late registration for A-term (<i>fee applies</i>)
August 27	Tuesday	Final day to register, add courses, and make section changes (<i>16-week & A-term</i>)
August 27	Tuesday	Final day to certify Intent to Attend via MyNSU
August 27	Tuesday	Final day to drop a 16-week or A-term class and be refunded or have fees adjusted (<i>16-week & A-term</i>)
August 27	Tuesday	Last day to resign from all A-term classes with 100% refund (NOTE: For students enrolled in A-term only)
August 28	Wednesday	Dropping 16-week and A-term courses with a "W" begins via NSUConnect. (NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account)
September 2	Monday	Labor Day Holiday
September 4	Wednesday	Last day to resign from all A-term classes with 50% refund (NOTE: For students enrolled in A-term only)
September 23	Monday	Final day to resign from all A-term courses or drop A-term courses with a grade of "W" or change from credit to audit (<i>A-term only</i>)
October 7 - 8	Mon- Tues	Fall break
October 12	Saturday	Last day of A-term classes
October 15	Tuesday	All A-term grades due to be entered via NSUConnect by 11:55 p.m.



FALL 2024		2ND 8-WEEK SESSION (B-TERM)
Continues through Oct. 22		B-Term Registration via NSUConnect
October 11	Friday	Intent to Attend available via MyNSU (NOTE: For students enrolled in B-term only)
October 14	Monday	B-term classes begin
October 14-22	Mon-Tues	Late Registration for B-term (<i>Students who register late and are not registered for any other fall 2024 courses will be charged a late registration fee of \$60.00.</i>)
October 22	Tuesday	Last day to certify Intent to Attend via MyNSU (NOTE: For students enrolled in B-term only)
October 22	Tuesday	Last day to resign from ALL B-term courses with 100% refund (NOTE: For students enrolled in B-term only)
October 22	Tuesday	Final day to register, add courses, or make section changes for B-term
October 23	Wednesday	Dropping B-Term Courses with a "W" begins via NSUConnect. (NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account)
October 29	Tuesday	Last day to resign from ALL B-term courses with 50% refund (NOTE: For students enrolled in B-term only)
November 18	Monday	Final day to resign from all B-term courses or drop B-term courses with a grade of "W" or change from credit to audit (<i>B-term only</i>)
Nov 25-Dec 1	Mon-Sun	Thanksgiving Holiday
December 2	Monday	Classes resume at 8:00 a.m.
December 6	Friday	Last day of classes
December 7–12	Sat– Thurs	Final examinations
December 12	Thursday	Candidate grades due to be entered via NSUConnect by 12:00 noon
December 13	Friday	Residence halls close
December 16	Monday	All grades due to be entered via NSUConnect by 12:00 noon
December 16	Monday	Certification lists from deans due by 12:00 noon
December 18-19	Wed-Thurs	Commencement ceremonies



SPRING 2025		ACADEMIC CALENDAR
January 6	Monday	Faculty Report
January 6-12	Mon-Sun	Registration continues via NSUConnect
January 8	Wednesday	Advising-CenLA/Leesville/Shreveport
January 9-10	Thurs-Fri	Advising-Natchitoches
January 9	Thursday	Freshman Connection for all unregistered new students (9:00 a.m. -- Student Services Center)
January 10	Friday	Intent to Attend available via MyNSU
January 11	Saturday	Residence halls open for all students
January 13	Monday	First day of classes (16-week & A-term, all campuses)
January 13-21	Mon-Tues	Late registration (<i>fee applies</i>)
January 20	Monday	Martin Luther King Holiday
January 21	Tuesday	Last day to resign from all 16-week and A-term classes with 100% refund
January 21	Tuesday	Final day to certify Intent to Attend via MyNSU
January 21	Tuesday	Final day to register, add courses, and make section changes
January 21	Tuesday	Final day to drop a class and be refunded or have fees adjusted (16-week & A-term)
January 22	Wednesday	Dropping 16-week and A-term courses with a "W" begins via NSUConnect <i>(NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account)</i>
January 28	Tuesday	Last day to resign from all 16-week and A-term classes with 50% refund
February 10	Monday	Final day to resign from all A-term courses or drop A-term courses with a grade of "W" or change from credit to audit (A-term only)
February 10	Monday	Final day to remove "I" grades from fall 2024
February 17	Monday	5-Week grades due to be entered via NSUConnect by 11:55 p.m.
March 3-4	Mon-Tues	Mardi Gras Holiday
March 5	Wednesday	Classes resume at 12:00 noon
March 1	Saturday	Final day for undergraduate & graduate students to apply for spring 2025 graduation
March 8	Saturday	Last day of A-term classes
March 10	Monday	B-term classes begin
March 10	Monday	Midterm grades due to be entered via NSUConnect by 11:55 p.m.
March 18	Tuesday	Final day to register, add courses, or make section changes for B-term
March 24	Monday	Final day to resign from all 16-week courses or drop a 16-week course with a grade of "W" or change from credit to audit (16-week courses only)
March 24-30	Mon-Sun	Spring Break
March 31	Monday	Classes resume at 8:00 a.m.
April 7	Monday	Final day to resign from all B-term courses or drop B-term courses with a grade of "W" or change from credit to audit (B-term only)
April 11	Friday	Final day to remove "I" grades with approved 60-day waiver from fall 2024
April 11	Friday	Final day to appeal a grade from fall 2024
April 18-20	Fri-Sun	Easter Holiday
April 21	Monday	Classes resume at 12:00 noon
April 25	Friday	Deadline for thesis defenses for Graduate School candidates graduating in the spring 2025 semester
May 2	Friday	Deadline for graduate students to submit to the Graduate School all documents required for graduation in the spring 2025 semester – 12:00 noon
May 2	Friday	Last day of classes (16-week & B-term)
May 3-8	Sat-Thurs	Final examinations
May 8	Thursday	Candidate grades due to be entered via NSUConnect by 4:00 p.m.
May 9	Friday	Residence halls close
May 12	Monday	Certification lists due from deans by Noon
May 12	Monday	All grades due to be entered via NSUConnect by 12:00 noon
May 14-15	Wed-Thurs	Commencement Ceremonies



SPRING 2025		1 ST 8-WEEK SESSION (A-TERM)
January 6	Monday	Faculty Report
January 6-12	Mon-Sun	Registration continues via NSUConnect
January 8	Wednesday	Advising-CenLA/Leesville/Shreveport
January 9-10	Thurs-Fri	Advising-Natchitoches
January 9	Thursday	Freshman Connection for all unregistered new students (9:00 a.m. – Student Services Center)
January 10	Friday	Intent to Attend available via MyNSU
January 11	Saturday	Residence halls open for all students
January 13	Monday	First day of classes (16-week & A-term, all campuses)
January 13-21	Mon-Tues	Late registration (<i>fee applies</i>)
January 20	Monday	Martin Luther King Holiday
January 21	Tuesday	Last day to resign from all A-term classes with 100% refund (NOTE: For students enrolled in A-term only)
January 21	Tuesday	Final day to certify Intent to Attend via MyNSU
January 21	Tuesday	Final day to register, add courses, and make section changes
January 21	Tuesday	Final day to drop a class and be refunded or have fees adjusted (16-week & A-term)
January 22	Wednesday	Dropping 16-week and A-term courses with a "W" begins via NSUConnect (NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account)
January 28	Tuesday	Last day to resign from all A-term classes with 50% refund (NOTE: For students enrolled in A-term only)
February 10	Monday	Final day to resign from all A-term courses or drop A-term courses with a grade of "W" or change from credit to audit (A-term only)
March 3-4	Mon-Tues	Mardi Gras Holiday
March 5	Wednesday	Classes resume at 12:00 noon
March 8	Saturday	Last day of A-term classes
March 11	Tuesday	All A-term grades due to be entered via NSUConnect by 11:55 p.m.
SPRING 2025		2 ND 8-WEEK SESSION (B-TERM)
Continues through March 18		Registration via NSUConnect
March 7	Friday	Intent to Attend available via MyNSU (NOTE: For students enrolled in B-term only)
March 10	Monday	B-term classes begin
March 18	Tuesday	Final day to register, add courses, or make section changes for B-term
March 18	Tuesday	Last day to resign from ALL B-term classes with 100% refund (NOTE: For students enrolled in B-term only)
March 18	Tuesday	Final day to certify Intent to Attend via MyNSU (NOTE: For students enrolled in B-term only)
March 19	Wednesday	Dropping B-term courses with a "W" begins via NSUConnect (NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account)
March 25	Tuesday	Last day to resign from ALL B-term classes with 50% refund (NOTE: For students enrolled in B-term only)
March 24-30	Mon-Sun	Spring Break
March 31	Monday	Classes resume at 8:00 a.m.
April 7	Monday	Final day to resign from all B-term courses or drop B-term courses with a grade of "W" or change from credit to audit (B-term only)
April 18-20	Fri-Sun	Easter Holiday
April 21	Monday	Classes resume at 12:00 noon
May 2	Friday	Last day of classes (16-week & B-term)
May 3-8	Sat-Thurs	Final examinations
May 8	Thursday	Candidate grades due to be entered via NSUConnect by 4:00 p.m.
May 9	Friday	Residence halls closed
May 12	Monday	Certification lists due from deans by Noon
May 12	Monday	All grades due to be entered via NSUConnect by 12:00 noon
May 14-15	Wed-Thurs	Commencement Ceremonies



NORTHWESTERN STATE
UNIVERSITY REGISTRAR'S OFFICE

Spring 2025

PROOF OF IMMUNIZATION COMPLIANCE
(Louisiana R.S. 17:170.1 Schools of Higher Learning)

NORTHWESTERN STATE UNIVERSITY OF LOUISIANA

SS Number: _____ Date of Birth: Month _____ Date _____ Year _____			
Name: _____			
Please Print _____	(Last)	(First)	(Middle)
Address: _____			
City: _____		State: _____	ZIP Code: _____

UNIVERSITY REQUIRED IMMUNIZATIONS:

Physician or Other Health Care Provider Verification:

M-M-R (Measles, Mumps, Rubella-2 Doses Required)	OR	Tetanus Diphtheria (Td) Pertussis (Tdap)
First dose: _____ (Date)	Serologic Test: _____ (Date)	Td: _____ (Date within 10 years)
Second dose: _____ (Date)		OR
	Result: _____ (Date)	Tdap: _____ (Date within 10 years)
	OR	
	<input type="checkbox"/> Born before 1956	
Meningitis Vaccine ACYW-135 (TWO doses of meningococcal conjugate vaccination separated by at least eight weeks.)		
First dose: _____ (Date)	Vaccine Type: _____	
Second dose: _____ (Date)	Vaccine Type: _____	

UNIVERSITY REQUIRED IMMUNIZATIONS:

Physician or Other Health Care Provider Verification:

Hepatitis B Vaccine	Tuberculosis Test
First dose: _____ (Date)	PPD (Mantoux) within the past 12 months (tine or monovac not acceptable) Date given: _____ Date read: _____ Result: Neg _____ Pos _____ mm induration (horizontal diameter) _____ *If PPD is positive, chest X-ray result: Normal _____ Abnormal _____ Date: _____
Second dose: _____ (Date)	
Third dose: _____ (Date)	

UNIVERSITY IMMUNIZATIONS (RECOMMENDED BUT NOT REQUIRED):

The CDC recommends vaccination against COVID-19 and influenza in accordance with their respective schedules.

PLEASE DO NOT SIGN THIS COMPLIANCE FORM UNLESS THE STUDENT HAS PROPER VACCINES OR IMMUNE TESTS. _____ (Signature of Physician or Other Health Care Provider)	_____ (Date)
Please print office address or stamp here.	

READ INFORMATION ON BACK OF THIS FORM

You will not be permitted to register until you complete this form and return to: Northwestern State University

Office of Admissions, Student Services Center, Suite 235
175 Sam Sibley Drive | Natchitoches, LA 71497
Telephone Numbers (318) 357-4078 or (800) 767-8115 | Fax Number (318) 357-4660 | Email: applications@nsula.edu

To request exemptions, complete shaded sections on the back of this form.

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, department head or director) 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, Department Head or Director *(provided as an attached document)*

Action taken by Advisor, Department Head or Director: 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 | advising@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. Francene Lemoine

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

Department	Division/Major	Department Head, Director, or Coordinator
School of Science, Technology, Engineering, and Mathematics (STEM)	Biology and Microbiology	Dr. Jerry Brunson • 112C Bienvenu Hall 318-357-5099 brunsonj@nsula.edu
	Engineering Technology	Dr. MD Shahriar Hossain • 101 Williamson Hall 318-357-6751 hossains@nsula.edu
	Mathematics	Mr. Zebulun Marcotte • 431A Kyser Hall 318-357-4308 marcottez@nsula.edu
	Physical Sciences	Dr. Christopher Lyles • 221 Fournet Hall 318-357-6514 lylesc@nsula.edu
	Veterinary Technology	Dr. Douglas Landry • 325 Bienvenu Hall 318-357-5915 landryd@nsula.edu
English, Foreign Language, and Cultural Studies	English	Dr. Thomas Reynolds • 318B Kyser Hall 318-357-6272 reynoldst@nsula.edu
School of Social Sciences and Applied Programs	Criminal Justice, History, Unified Public Safety Administration	Dr. Mark O. Melder • 105 Kyser Hall 318-357-6967 melder@nsula.edu
School of Creative and Performing Arts	Communication	Dr. Jie (Jessica) Zhang • 239 Kyser Hall 318-357-6166 zhangj@nsula.edu
	Fine and Graphic Arts	Ms. Leslie Gruesbeck • 205B New Fine Arts Building 318-357-6560 gruesbeckl@nsula.edu
	Music	Dr. Terrie Sanders • 213S Creative & Performing Arts Bldg 318-357-5762 sanderst@nsula.edu
	Dance, Theatre, Musical Theatre, Production & Design	Mr. Brett Garfinkel • 106 Creative & Performing Arts Bldg 318-357-5793 garfinkeln@nsula.edu
Other Degree Offerings	General Studies, Liberal Arts	Mr. Steve Hicks • 112 Eugene P. Watson Memorial Library 318-357-6980 hickss@nsula.edu
Scholars' College	Liberal Arts	Dr. Dean Kostantaras • 110 Morrison Hall 318-357-4577 kostantarasd@nsula.edu

College of Business and Technology | Dean: Dr. Mary Edith Stacy

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

Department	Division/Major	Department Head, Director, or Coordinator
School of Business	Accounting	Dr. Melissa Aldredge • 123 Russell Hall 318-357-5981 aldredge@nsula.edu
	Business Administration	Dr. Curtis Penrod • 201A Russell Hall 318-357-5033 penrodc@nsula.edu
	Computer Information Systems	Dr. Curtis Penrod • 201A Russell Hall 318-357-5033 penrodc@nsula.edu
	Hospitality, Management, and Tourism	Dr. Valerie Salter • 132 FACS Building 318-357-5587 salterv@nsula.edu

Gallaspys College of Education and Human Development | Interim Dean: Dr. Neeru Deep

Location: Teacher Educ. Center, Pod B, Rm B103 | **Phone:** 318-357-6288 | **Fax:** 318-357-6275 | **Email:** deepn@nsula.edu

Department	Division/Major	Department Head, Director, or Coordinator
Health and Human Performance	Health and Exercise Science, Health and Physical Education Grades K-12	Dr. Tara Tietjen-Smith 108 H&HP Building 318-357-5126 tietjensmitht@nsula.edu
Psychology	Addiction Studies, Psychology	Dr. Charles King 333 Bienvenu Hall 318-357-6594 kingc@nsula.edu
Social Work	Social Work	Dr. Susan Campbell 149 Kyser Hall 318-357-5491 campbellsu@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. Joel Hicks

Location: Shreveport Campus: 1800 Line Avenue, Shreveport, La

Phone: 318-677-3073 | **Fax:** 318-677-3127 | **Email:** hicksj@nsula.edu

Department	Division/Major	Department Head, Director, or Coordinator
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 415 Nursing Education Center, Shreveport 318-677-3100 morrisa@nsula.edu

Fall appeals
Priority deadline July 15
Final deadline September 30

Spring appeals
Priority deadline January 2
Final deadline February 28

Summer appeals
Priority deadline June 6
Final deadline July 15

**NORTHWESTERN STATE UNIVERSITY
OFFICE OF STUDENT FINANCIAL AID APPEAL FORM
Student Section**

You are appealing to have aid returned for what semester? Fall 20 _____ Spring 20 _____ Summer 20 _____

NAME _____ Student Campus ID Number _____

ADDRESS _____ PHONE: _____
(street name and number /P.O. Box)

(city, state, zip)

- Reason for Appeal (check all that apply)
- Did not meet the required **2.0** cumulative GPA for undergraduate or **3.0** for graduate
 - Did not pass the required cumulative 67% of attempted hours
 - Student has attempted over the 150% of their degree program
 - Academic Bankruptcy
 - Failed Academic Plan

APPEAL INFORMATION MUST INCLUDE ALL OF THE FOLLOWING:

- *Statement by the student as to why academic progress requirements were not met.
- *Statement by the student giving a detail “plan of progress,” as to how requirements will be met during the next semester should the appeal be approved.
- *Documentation to support the statement(s) as to why academic progress was not met (Examples can include hospital bills, death/birth certificates, police reports, etc.)
- *Statement from Academic Advisor indicating expected graduation date if you are in your final semester and/or over attempted hours for your degree program.

I understand that in order to appeal I must meet the academic progress standards by the end of the next semester. I also understand my appeal will not be accepted by the committee unless I have included the documentation listed above:

Student Signature: _____ **Date:** _____

OFFICE USE ONLY

Previous Appeals _____ Last semester enrolled _____ Last Appeal Approved _____ Prior Balance _____

Classification: _____ **Degree Program:** _____ **Academic Bankruptcy** _____ Hours Enrolled _____

Current Cumulative Standing:
GPA _____ Att. Hours _____ Ern. Hours _____ % of completion _____ SAP Code _____

- Has the student correctly identified and included a statement why they did not make progress?
- Has the student included a statement on how they will make progress?
- Has the student included documentation?

APPEALS COMMITTEE ACTION:

- Returned to Student: Does not meet conditions in order to appeal (see attached)
- Approved with Conditions (See attached conditions)
- Approved for Academic Plan
- Denied (See attached)

Signature _____ Date _____

Satisfactory Academic Progress (SAP) is defined as:

- passing a required number of hours (67% of all hours attempted) and
- achieving a required grade point average (2.0 cumulative for undergraduate students and 3.0 cumulative for graduate students) and
- not being over attempted hours (150% of the published length of the students' degree program).

Academic progress will be reviewed at the end of each semester.

A student who did not meet SAP standards may appeal to the Student Financial Aid Appeal Committee.

In order for a student's appeal to be considered by the committee, the student must be able to meet the progress requirements (2.0 cumulative GPA for undergraduates, 3.0 cumulative GPA for graduates, 67% percent cumulative course complete, and not exceed 150% of degree program) by the end of that semester in which the student is appealing. Those that do not meet this criteria can appeal for an Academic Plan. All students must complete a financial aid appeal form that includes all of the following for the appeal:

1. Why did the student fail to make satisfactory academic progress
2. What types of extenuating circumstances existed and documentation of the situation.
3. What has changed in the student's situation that will allow the student to demonstrate progress at the next evaluation

There is no limit to the number of appeals a student can submit during their academic career. NOTE: If an appeal for a given semester is denied, the student can appeal one additional time for that semester – only if the student can submit new and updated information/documentation to go along with the appeal.

Appeals that are remitted after the priority deadline will not receive priority consideration, and the student should also make payment arrangements with the Cashier's Office for payment of fees incurred from the registration process.

How to Appeal

- Must be enrolled for the semester appealing to have aid returned
- Student must obtain an appeal form
- Include the following documentations:
 - Why did the student fail to make satisfactory academic progress
 - What types of extenuating circumstances existed and documentation of the situation.
 - What has changed in the student's situation that will allow the student to demonstrate progress at the next evaluation
- Students must complete the appeal form entirely and return by the appeal deadline to:
 - NSU Office of Student Financial Aid 212 Student Services Center Natchitoches, La 71497
Email – nsufinaid@nsula.edu or Fax 318-357-5488

Examples of Extending circumstances:

- Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time
- Death of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Other unexpected circumstances beyond the control of the student

Note: Circumstances related to the typical adjustment to college life are not considered as extenuating for purposes of appealing suspension of financial aid.

Examples of documentation to include with an appeal can be but is not limited to:

- Medical Bills
- Physician's notes
- Police reports
- Faculty Memos

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, and veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX): Employees/Potential Employees – Veronica M. Biscoe, EEO Officer (318-357-6359) and Students – Reatha Cox, Dean of Students (318-357-5285). For Americans with Disabilities Act (ADA) concerns, contact the Accessibility and Disability Support Director, Taylor Camidge, at 318-357-5460. Additionally, Northwestern complies with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. Information about NSU's campus security and crime statistics can be found at <https://www.nsula.edu/universityaffairs/police/>. Full disclosure statement: <https://www.nsula.edu/iehr/>.

NORTHWESTERN STATE

REGISTRAR'S OFFICE

Natchitoches, LA 71497

Fax: (318) 357-5823

email: registrar@nsula.edu

MAJOR CHANGE CARD (Undergraduate Students)

Please type or print the following:

Student's Name: _____

Campus Wide ID Number: _____

CHANGE MAJOR ACADEMIC PROGRAM

<u>FROM:</u>	<u>TO:</u> [*]	<u>ADD or REMOVE (circle one):</u>
Degree _____	Degree _____	2nd Degree _____ [must complete 30 extra hours]
Major 1 _____	Major 1 _____	
Major 2 _____	Major 2 _____	2nd Major _____
Concentration _____	Concentration _____	2nd Concentration _____
Minor _____	Minor _____	2nd Minor _____

*Contact the department of your new major/concentration for assignment of a new academic advisor.

PLEASE NOTE: If you are changing your major from a 4 year program to a two year program, please consult with the Financial Aid Office. This change could negatively affect your eligibility for Student Financial Aid.

Student's Signature _____



Northwestern State University
University Registrar's Office
Natchitoches, LA 71497
Fax Number: (318) 357-5823
Email: registrar@nsula.edu

RESIGNATION/CANCELLATION FORM

TERM _____

Name of Student _____ SS#/CWID _____
Last First Middle/Maiden

Address _____
Street or P.O. Box City State Zip Code

I wish to resign/cancel my registration for the semester indicated above for the following reason(s):

I understand that my signed cancellation request for fall/spring must be received prior to the first day of classes (for summer, it must be received no later than the second class day of my first session). If I have missed the cancellation period, I acknowledge that I have a right to appeal my registration depending upon my circumstances and the appeal policy in place at the time of my appeal. I understand that the appeal committee's decision is final.

VERY IMPORTANT NOTE: *If you live on campus and to avoid charges to your account, please contact housing (in person or via telephone or email) to finalize the resignation process.*

Student's Signature

Date

STATUTE OF LIMITATIONS:

Appeal applications must be submitted within the academic calendar year of the term being appealed.

READ ALL INFORMATION BEFORE SUBMITTING YOUR APPEAL

.....

Allowable Reasons for Submitting the Appeal:

1. **NEVER ATTENDED** – Cancellation of **all classes** based on documented proof that the student never attended any classes within the academic calendar year of the term being appealed.
2. **NATIONAL DEFENSE** – Cancellation of **all classes** on the Board of Regent’s policy. The student must provide a copy of official military orders or a letter from his or her commanding officer.
3. **FINANCIAL AID** – Cancellation of **all classes** based on documented proof that the student’s financial aid was denied or canceled during the first 21 class days. The student must provide documented proof from their MyNSU account or NSLDS (National Students Loan Data System).
4. **MEDICAL HARDSHIP** – Cancellation of **all classes** based on documented proof that illness/injury caused the student to miss a significant number of days making it difficult to cancel registration by the published deadline. Documentation must be on official stationery from the attending physician stating that the illness or injury rendered the student unable to cancel registration by the published deadline. A hospital bill may also be submitted.
5. **FINANCIAL HARDSHIP** – Cancellation of **all classes** based on documented proof of financial hardship. Appropriate documentation may include, but is not limited to, the following: Tax returns, letter from employer verifying your employment, proof of wages or previous pay stubs showing number of hours per week you worked and rate of pay, verification of other source of income such as child support, alimony, unemployment documentation, and any type of assistance from the state, federal, parents, friends, etc.
6. **STOPPED ATTENDING** – Cancellation of **all classes** based on documented proof that the student stopped attending all classes during the first seven days of classes; one day after the last day to register for classes (fall or spring semester); or the first four days of short sessions less than eight weeks within the academic calendar year of the term being appealed.
7. **DEATH OF AN IMMEDIATE FAMILY MEMBER** – Cancellation of **all classes** based on death in student’s immediate family that rendered the student incapable to cancel registration by the published deadline. Documentation may include but not limited to the following: hospital bill or letter on official stationery from an attending physician, accident report, death certificate, or obituary. Immediate family is defined as spouse, child, parent, and sibling.
8. **NATURAL DISASTER OR EXCEPTIONAL TRAUMATIC EVENT** – Cancellation of **all classes** based on documented proof of the disaster or traumatic event.

.....

Once the completed appeal packet has been received in the Office of the Registrar, the University Registrar’s Office will verify attendance information that is on file and consult with other administrative offices (Financial Aid, Veteran’s Affairs, Student Accounting, etc.) as needed. The Office of the Registrar will then prepare all documents for review by the Registration, Credits, and Graduation Council on a designated meeting date.

At the meeting, the Registration, Credits, and Graduation Council members will discuss the appeal requests in great detail, and vote to approve or deny the appeal. If the appeal is denied, the Registrar reserves the right to ask the Council to reconsider an appeal only when the appellant provides new or additional information and documentation to support the cause or extenuating circumstances within ten (10) calendar days of the Council’s decision.

The Registrar’s Office prepares minutes of the Council’s approved/denied action for each appeal and submits them to the Provost and Vice President for Academic Affairs for final approval. After the Provost and Vice President for Academic Affairs signs, dates, and returns the minutes to the University Registrar’s Office, the approved/denied action for each appeal is processed by the University Registrar’s Office. The student will then be notified of the decision.



NORTHWESTERN STATE

Office of the Registrar

Student Services Center
 Natchitoches, LA 71497
 T: 318.357.6171
 800.807.8849
 F: 318.357.5823
 Website: nsula.edu/registrar
 Email: registrar@nsula.edu

Retroactive Withdrawal/Resignation Request Form

Print Your Name	Classification
Current Mailing Address	Telephone Number/Cell Number
City, State, and Zip Code	E-mail Address (Decision will be sent to this e-mail)

Students who have the ability to document/justify extenuating circumstances that prevented them from withdrawing from a course(s) or resigning from the University by the published deadline may use this form to appeal for a retroactive withdrawal. Extraordinary cases DO NOT include dissatisfaction with a grade, instructor, content of the course, belated decision to change a major, or lack of knowledge about withdrawal/resignation policies.

Return the completed form and documentation to the University Registrar's Office, Student Services Center, Suite 308, Northwestern State University; Natchitoches, LA 71497. You may also fax the form and documentation to (318) 357-5823.

PLEASE NOTE: APPEAL APPLICATIONS WILL NOT BE ACCEPTED AFTER 3 CALENDAR YEARS FROM THE END OF THE SEMESTER BEING APPEALED.

Please check the item that applies to you and specify the semester, year, and reason.

_____ **Resignation** (withdrawal with grades of "W" in all classes in a semester _____ Semester/Year)

Note: Documentation is required for each item checked.

_____ Medical Hardship	_____ Death of an Immediate Family Member
_____ Financial Hardship	_____ Natural Disaster or Exceptional Traumatic Event
_____ National Defense	_____ Stopped Attending - Last Date of Attendance: _____

EXCEPTIONS RELATING TO REGISTRATION, CREDITS, OR GRADUATION

FOR _____ SEMESTER/YEAR BASED ON THE FOLLOWING REASONS:

_____ SEMESTER/YEAR

_____ REGISTRATION _____ CREDITS _____ GRADUATION

(Attach a brief typed-written note if needed—handwritten notes will not be accepted)

Signature of Appellant	Student ID	Date
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***** For Office Use Only *****

Meeting Date:	Decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Request For: Withdrawal <input type="checkbox"/> Resignation <input type="checkbox"/> Other <input type="checkbox"/>
Date E-mailed:	Decision Based On:	

STATUTE OF LIMITATIONS: Appeals must be submitted within three (3) calendar years from the end of the semester being appealed. Absolutely no appeals will be considered after 3 calendar years!

READ ALL INFORMATION BEFORE SUBMITTING YOUR APPEAL

Allowable Reasons for Submitting the Appeal:

- 1. Medical Hardship** -- Documented proof that illness/injury caused the student to miss a significant number of days making it difficult to withdraw/resign by the published deadline or to appeal to his/her academic dean for a withdrawal. Documentation must be on official stationery from the attending physician stating that the illness or injury rendered the student unable to withdraw/resign by the published deadline. A hospital bill may also be submitted. **Note:** Students wishing to withdraw or resign from the University (after the "last day to withdraw or resign") due to extenuating circumstances which prevent completion of a semester, may submit a request to his/her academic dean no later than the last day of classes to request a retroactive resignation. Examples of cases eligible for retroactive withdrawals or resignations are listed above.
- 2. Death of an Immediate Family Member** -- The death caused undue hardship and rendered the student incapable of withdrawing/resigning by the published deadline. Documentation may include an obituary, accident report, death certificate, or a letter on official stationery from the attending physician. Immediate family is defined as spouse, child, parent, and sibling.
- 3. Financial Hardship** -- Documented proof of financial hardship that prevented the student from withdrawing or resigning by the published deadline. Appropriate documentation may include, but is not limited to, the following: Tax returns, letter from employer verifying your employment, proof of wages or previous pay stubs showing number of hours per week you worked and rate of pay, verification of other source of income such as child support, alimony, unemployment documentation, and any type of assistance from the state, federal, parents, friends, etc.
- 4. Natural Disaster or Exceptional Traumatic Event** -- Documented proof of the natural disaster or exceptional traumatic event that rendered the student incapable of withdrawing/resigning by the published deadline.
- 5. National Defense** -- Withdrawal with a grade of "W" from one or more classes based on the Board of Regents' policy. The student must provide a copy of official military orders or a letter from his or her Commanding officer.
- 6. Stopped Attending** -- Based on documented proof that the student stopped attending classes and extenuating circumstances existed that prevented withdrawal or resignation by the published deadline.

Once the completed appeal packet has been received in the Office of the Registrar, the University Registrar's Office will verify attendance information that is on file and consult with other administrative offices (Financial Aid, Veteran's Affairs, Student Accounting, etc.) as needed. The Office of the Registrar will then prepare all documents for review by the Registration, Credits, and Graduation Council on a designated meeting date.

At the meeting, the Registration, Credits, and Graduation Council members will discuss the appeal requests in great detail, and vote to approve or deny the appeal. If the appeal is denied, the Registrar reserves the right to ask the Council to reconsider an appeal only when the appellant provides new or additional information and documentation to support the cause or extenuating circumstances within ten (10) calendar days of the Council's decision.

The Registrar's Office prepares minutes of the Council's approved/denied action for each appeal and submits them to the Provost and Vice President for Academic Affairs for final approval. After the Provost and Vice President for Academic Affairs signs, dates, and returns the minutes to the University Registrar's Office, the approved/denied action for each appeal is processed by the University Registrar's Office. The student will then be notified of the decision.



Address Change Form for Students

Please check the appropriate box: **Student** _____ **Student Employee** _____

Name _____
Last
First
Middle

Campus Wide Identification Number (CWID) _____

Student's LOCAL Mailing Address

NOTE: Checks are mailed to the student's local address if available, if not, then checks are mailed to the student's permanent address. A Student Employee must also change his/her address in the Office of Student Employment for Work Study Checks.

Street or P.O. Box _____

Apartment Number _____

City _____ State _____ Zip Code _____

Working Telephone Number __ (_____) _____

Student's PERMANENT Mailing Address

NOTE: Checks are mailed to the student's local address if available, if not, then checks are mailed to the student's permanent address.

Street or P.O. Box _____

Apartment Number _____

City _____ State _____ Zip Code _____

Working Telephone Number __ (_____) _____

Student's Signature (Required)

Date