

**Northwestern State University
College of Nursing and School of Allied Health**

PROCEDURE FOR REQUEST FOR WAIVER OF APDG POLICY

A student appealing an admission, progression, dismissal, or graduation policy should comply with the following procedure:

- ❶ The student should first visit with an academic advisor to discuss the request for waiver of policy procedure.
- ❷ The student is responsible to ensure that copies of transcripts from every university attended are on file with NSU or accompany this waiver form.
- ❸ The student should obtain and complete a Request for Waiver of Policy form.
- ❹ **The student is required to submit the Request for Waiver of Policy form by the end of the 3rd business day after grades are submitted each semester/term.
If requesting to repeat a BSR\$ course more than twice or requesting to repeat more than two courses, the student must include the reasons for the unsuccessful attempts in the course/clinical work; AND a list of specific changes in behavior to ensure success if appeal approved.**
- ❺ The student who is requesting to enroll in a BSRS course for the first time, contingent upon the approval of the requested waiver, must have met admission requirements and deadlines.
- ❻ Return the Request for Waiver of Policy form to:
 1. SAH Department: sah@nsula.edu
 2. Undergraduate Program Director
 3. APDG Chair

The student will be notified in writing of the Committee's decision within two weeks of submission of Waiver of Policy.

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ADMISSIONS, PROGRESSION, DISMISSAL REVIEW COMMITTEE

REQUEST FOR WAIVER OF POLICY

Name: _____ CWID _____
 Last First Middle Maiden Student Campus Wide ID

Program: ASN ☐ BSN MSN DNP BSR5

Mailing Address: _____

No. & Street
City State Zip

Telephone Number: (____) _____

Waiver Requested: _____

Rationale for Request: _____

Preferred Campus (Pending Space Availability for the selected program):

☐ Alexandria ☐ Leesville ☐ Natchitoches ☐ Shreveport

I understand:

- (1) the ADPG Review Committee will not process my request until all transcripts are on file with NSU or are attached with this request.
- (2) the response to my request will be completed within two weeks following submission.

Student Signature

Date