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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

[Email Admissions](#)

[Visit the Admissions Office Website](#)

### 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  
[Email the Registrar](#)

[Visit the Registrar's Office Website](#)

### 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  
[Email Financial Aid](#)

Federal Financial Aid Code: 002021

[Visit the Financial Aid Office's Website](#)

### Funding Opportunities:

- Alumni Foundation scholarships
- [Tuition Hardship Exemption](#)
- Parent PLUS Loan
- [Fastweb additional scholarships](#) – 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 [Visit the TOPS website for specific information](#)**

- Must complete the FAFSA by July 1 every year
- Eligibility determined yearly by [TOPS, visit their site for more information](#)
- 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

[Email Veteran's Affairs](#)

[Visit the Veteran's Affairs Website](#)

# Academic Success Center

## Quick Reference

### Contact Information:

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

phone: 318-357-5916

[Email Academic Success Center](#)

For immediate assistance: [Email Dr. Liz Pursell](#)

[Visit the Academic Success Center's website](#)

### Services Offered:

- Face-to-Face and virtual peer tutoring ([Email Tutoring](#))
- Computer stations
- Open space for individual or group study sessions
- Paper Editing ([Email Academic Success](#))
- Organized Study Groups
- Study Rooms
- Charging Stations
- Free Resources
- Academic Consults and Planning
- Peer Mentoring

# FLAME – Faculty Led Assistance in My Education

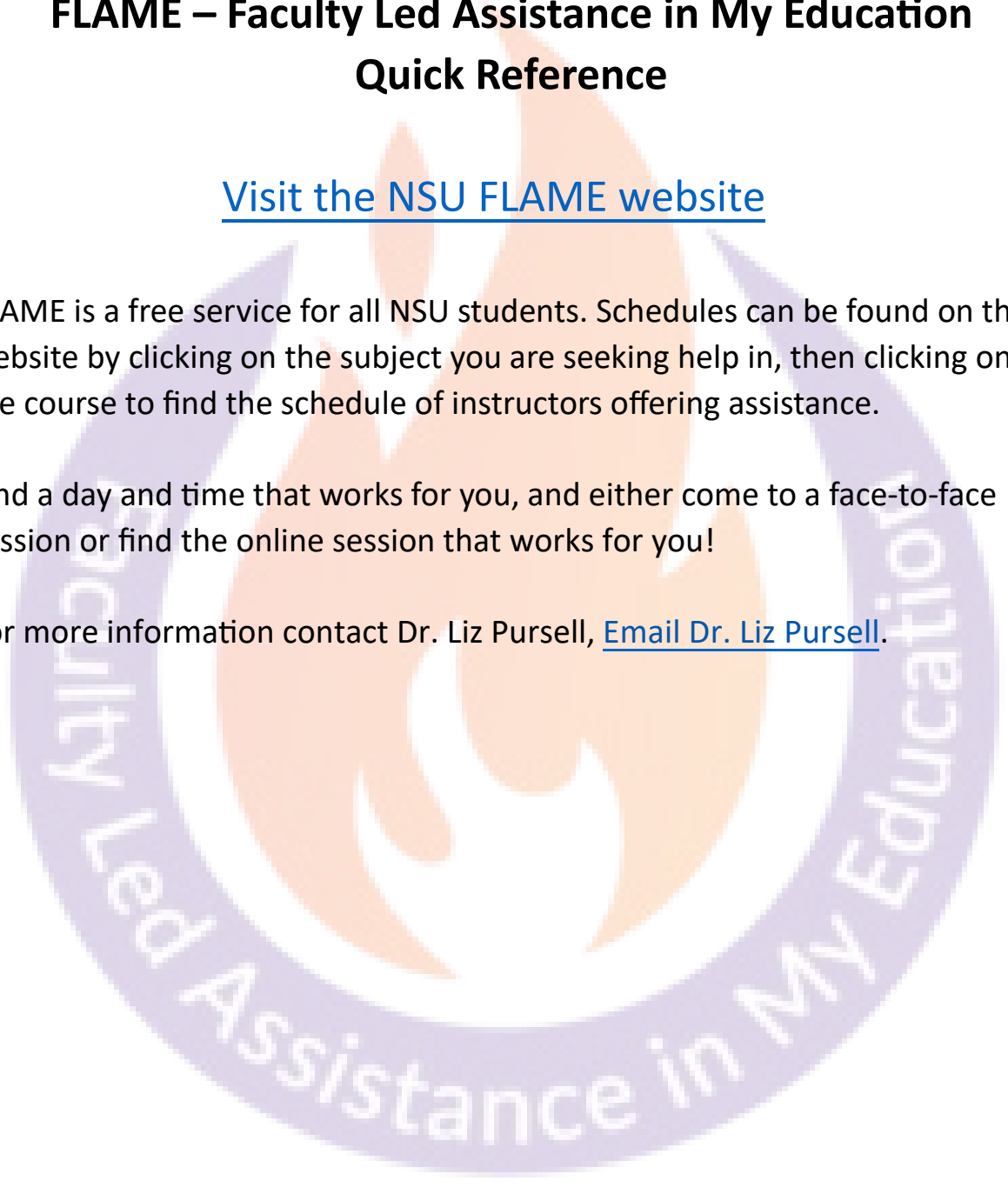
## Quick Reference

[Visit the NSU FLAME website](#)

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 Dr. Liz Pursell, [Email Dr. Liz Pursell.](#)



# FLAME

# Academic Advising Center

## Quick Reference

### Contact information:

Academic Advising Center  
Watson Memorial Library, Suite 112  
Natchitoches, LA 71497

Shaneka Charles  
Administrative Assistant  
phone: 318-357-6980  
[Email Advising Services](#)

[Visit the Academic Advising Services Center Website](#)

### Advisors:

Steve Hicks

Executive Director, Academic Engagement & Student Services  
318-357-6980

[Email Mr. Steve Hicks](#)

Ashlee Collins, EdD (Leesville)  
337-392-3104

[Email Dr. Collins](#)

Kristen Culver  
318-357-6478

[Email Mrs. Culver](#)

Abbie Brazil  
318-357-6367

[Email Mrs. Brazil](#)

Samantha Culver Martin  
318-357-6989

[Email Mrs. Culver Martin](#)

Liz Pursell, EdD  
318-357-5916

[Email Dr. Pursell](#)

Frances Welch  
318-357-5676

[Email Mrs. Welch](#)

### 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

[Visit the Counseling Services Website](#)

### 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:

Zachary Veuleman NCC, LPC  
*Director Counseling and Career Services*

[Email Mr. Veuleman](#)

### Counseling Services:

Maggie Bossier NCC, LPC-S  
*Assistant Director Counseling Services*

[Email Ms. Bossier](#)

Lisa Jackson, LPC-S C-DBT, EMDRIA  
Counselor/Instructor

[Email Ms. Jackson](#)

Christine Ferrell, NCC, PLPC  
Counselor/Instructor

[Email Ms. Ferrell](#)

### Career Services:

Tiffany Carrier

318-357-5430

[carriert@nsula.edu](mailto:carriert@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

[Visit the OADS Office Website](#)

### Staff:

Crissey Smith

*Director of Accessibility  
and Disability Support*

318-357-5460

[Email Crissey Smith](#)

Rachel Cunningham

*Administrative Coordinator*

318-357-4050

[Email Rachel Cunningham](#)

Laura Hogg

Test Coordinator

318-357-4460

[Email Laura Hogg](#)

NORTHWESTERN STATE UNIVERSITY

## Testing Center Quick Reference

### Contact Information:

Testing Center

Watson Memorial Library, Room 115  
Natchitoches, LA 71497

phone: 318-357-5246

[Email Testing Center](#)

### Hours of Operation:

Monday – Thursday 7:30am - 4:30pm

Friday 8:00am – 12:00pm

[Visit the Testing Center's Website](#)

### Staff:

Star Hamous, M.A.

*Director of Testing*

[Email Star Hamous](#)

Melissa Turlington

*Testing Assistant*

[Email Melissa Turlington](#)

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		
<b>School of Science, Technology, Engineering, and Mathematics (STEM)</b>	Biology and Microbiology	<b>Dr. Jerry Brunson</b> • 112C Bienvenu Hall 318-357-5099   brunsonj@nsula.edu
	Engineering Technology	<b>Dr. MD Shahriar Hossain</b> • 101 Williamson Hall 318-357-6751   hossains@nsula.edu
	Mathematics	<b>Mr. Zebulun Marcotte</b> • 431A Kyser Hall 318-357-4308   marcottez@nsula.edu
	Physical Sciences	<b>Dr. Damien Tristant</b> • 205 Fournet Hall 318-357-5225   tristantd@nsula.edu
	Veterinary Technology	<b>Dr. Douglas Landry</b> • 325 Bienvenu Hall 318-357-5915   landryd@nsula.edu
<b>English, Foreign Language, and Cultural Studies</b>	English	<b>Dr. Thomas Reynolds</b> • 318B Kyser Hall 318-357-6272   reynoldst@nsula.edu
<b>School of Social Sciences and Applied Programs</b>	Criminal Justice, History, Unified Public Safety Administration	<b>Dr. Mark O. Melder</b> • 105 Kyser Hall 318-357-6967   meldermark@nsula.edu
<b>School of Creative and Performing Arts</b>	Communication	<b>Dr. Jie (Jessica) Zhang</b> • 239 Kyser Hall 318-357-6166   zhangj@nsula.edu
	Fine and Graphic Arts	<b>Dr. Leslie Gruesbeck</b> • 205B New Fine Arts Building 318-357-6560   gruesbeckl@nsula.edu
	Music	<b>Dr. Terrie Sanders</b> • 213S Creative & Performing Arts Bldg 318-357-5762   sanderst@nsula.edu
	Dance, Theatre, Musical Theatre, Production & Design	<b>Mr. Brett Garfinkel</b> • 106 Creative & Performing Arts Bldg 318-357-5793   garfinkeln@nsula.edu
<b>Other Degree Offerings</b>	General Studies, Liberal Arts	<b>Mr. Steve Hicks</b> • 112 Eugene P. Watson Memorial Library 318-357-6980   hickss@nsula.edu
<b>Scholars' College</b>	Liberal Arts	<b>Dr. Keith Dromm</b> • 110 Morrison Hall 318-357-4577   drommk@nsula.edu

**College of Business and Technology | Dean: Dr. Scott Wysong**

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

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

## Gallaspay College of Education and Human Development | Dean: Dr. Neeru Deep

<b>Health and Human Performance</b>	Health and Exercise Science, Health and Physical Education Grades K-12	<b>Dr. Tara Tietjen-Smith</b> 108 H&HP Building 318-357-5126   tietjensmitht@nsula.edu
<b>Psychology</b>	Addiction Studies, Psychology	<b>Dr. Charles King</b> 333 Bienvenu Hall 318-357-6594   kingc@nsula.edu
<b>Social Work</b>	Social Work	<b>Dr. MaryAnne Candley</b> 149 Kyser Hall 318-357-5491   candleym@nsula.edu
<b>School of Education</b>	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.	<b>TBA</b> B-115 Teacher Education Center 318-357-6144

## College of Nursing and School of Allied Health | Dean: Dr. Aimee Badeaux

**Location:** Shreveport Campus: 1800 Line Avenue, Shreveport, La  
**Phone:** 318-677-3073 | **Fax:** 318-677-3127 | **Email:** badeauxa@nsula.edu

Department	Division/Major	Department Head, Director, or Coordinator
<b>School of Allied Health</b>	Allied Health; Radiologic Sciences	<b>Dr. Kari Cook</b> 403 Nursing Education Center, Shreveport 318-677-3100   cookk@nsula.edu
<b>College of Nursing</b>	Nursing	<b>Mrs. Tamara Baxter</b> 118 Fournet Hall, Natchitoches 318-357-6877   baxtert@nsula.edu

# CAMPUS DIRECTORY

*Campus Information Line (318) 357-6011*

	Location	Bldg	Ext.
Academic Advising Services	112 Watson Library	092	(318) 357- <b>6980</b>
Academic Affairs	211 Caspari Hall	017	(318) 357- <b>6888</b>
Academic Success Center	108 Watson Library	092	(318) 357- <b>4291</b>
Accessibility and Disability Services/OADS	108 Watson Library	092	(318) 357- <b>5460</b>
Accountability and Student Conduct	309 Student Union	077	(318) 357- <b>5286</b>
Admissions	235 Student Services Center	055	(318) 357- <b>4078</b>
Advocacy	306 Student Union	077	(318) 357- <b>5570</b>
Alumni Affairs	Alumni Center	011	(318) 357- <b>4414</b>
<b>Athletics</b>			
Athletic Administration	Athletic Fieldhouse	114	(318) 357- <b>5251</b>
Athletic Academic Coordinator	Athletic Fieldhouse	114	(318) 357- <b>4451</b>
Athletic Assoc. Director	Athletic Fieldhouse	114	(318) 357- <b>4295</b>
Athletic Compliance	Prather Coliseum	067	(318) 357- <b>4210</b>
Athletic Marketing	Athletic Fieldhouse	114	(318) 357- <b>4278</b>
Athletic Tickets	Athletic Fieldhouse	114	(318) 357- <b>4268</b>
Athletic Business Manager	Athletic Fieldhouse	114	(318) 357- <b>4272</b>
Athletic Sports Information	Prather Coliseum	067	(318) 357- <b>6467</b>
Football, Baseball, Track	Athletic Fieldhouse	114	(318) 357- <b>5252</b>
Softball	Athletic Fieldhouse	114	(318) 357- <b>4234</b>
Volleyball	Prather Coliseum	067	(318) 357- <b>4227</b>
Men's Basketball	Prather Coliseum	067	(318) 357- <b>6467</b>
Soccer	Prather Coliseum	067	(318) 357- <b>4337</b>
Women's Basketball	Prather Coliseum	067	(318) 357- <b>5891</b>
Tennis	WRAC	026	(318) 357- <b>5433</b>
Auxiliary Services	102 Creative and Performing Arts	25A	(318) 357- <b>4626</b>
Band	110 Creative and Performing Arts	25A	(318) 357- <b>4522</b>
Bookstore	912 University Parkway		(318) 238- <b>3630</b>
Career Services	156 Student Union	077	(318) 357- <b>4050</b>
Cashier's Office	336 Student Services Center	055	(318) 357- <b>5447</b>
Corporate and Community Engagement	535 University Parkway	011	(318) 357- <b>4271</b>
Counseling Center	305 Student Union	077	(318) 357- <b>5621</b>
Creative and Performing Arts (CAPA)	110 Creative and Performing Arts	25A	(318) 357- <b>6560</b>
Fine + Graphic Arts	205B Creative and Performing Arts	25A	(318) 357- <b>6560</b>
Music	103B Creative and Performing Arts	25A	(318) 357- <b>5755</b>
New Media	239 Kyser Hall	081	(318) 357- <b>5364</b>

# CAMPUS DIRECTORY

	Location	Building	Ext.
Theatre	106S Creative and Performing Arts	025	(318) 357-4483
Tickets	108 Creative and Performing Arts	25A	(318) 357-4483
Culture and Climate, Director	234 Student Union	077	(318) 357-4355
Current Source/Newspaper	225 Kyser Hall	081	(318) 357-5456
Dean, College of Arts and Sciences	128 Caspari Hall	017	(318) 357-4330
Dean, College of Business & Tech.	201 Russell Hall	015	(318) 357-6699
Dean, College of Education and Human Dev.	103B Teacher Education Center (T.E.C.)	088	(318) 357-6288
Dean, College of Nursing and School of Allied Health	1800 Line Ave., Shreveport, LA	030	(318) 677-3100
Natchitoches Campus	Fournet Hall	043	(318) 357-6776
Dean of Students/VP Student Experience	134 Student Services Center	055	(318) 357-5285
Director, Scholars' College	111 Morrison Hall	042	(318) 357-4577
Director, School of Business	210 Russell Hall	015	(318) 357-5161
Economic Development & Advancement (EDA)	Alumni Center 535 University Parkway	011	(318) 357-2066
Electronic Learning and Global Engagement	120 South Hall	030	(318) 357-6355
Emergency Calls			<b>911</b>
Executive Vice President/Chief of Staff	Prather Coliseum	067	(318) 357-6588
Financial Aid	12 Student Services Center	055	(318) 357-5961
First Year Experience/Freshman Connection	136 Student Services Center	055	(318) 357-5559
Gail Metoyer Jones Center	240A-B Student Union	077	(318) 357-4281
Greek Life	139 Student Services Center	055	(318) 357-5439
Health Services	Infirmery Building	005	(318) 357-5351
Health Services - Shreveport	Shreveport LC Building		(318) 677-3024
Help Desk	Watson Library Lab	092	(318) 357-6696
Housing	Campus Living Villages		(318) 214-5400
Iberville Dining Hall			(318) 357-4540
International Student Resource Center & Study Abroad	249 Student Services Center	055	(318) 357-5937
Intramural Programs	WRAC	026	(318) 357-5341
Job Location and Development	156 Student Union	077	(318) 357-5430
KNWD Radio Station	109 Kyser Hall	081	(318) 357-5693
Libraries	Natchitoches		(318) 357-4403
	Meina		(318) 357-4406
	Leesville		(337) 392-3126
	Shreveport		(318) 677-3007

# CAMPUS DIRECTORY

	Location	Building	Ext.
Louisiana Scholars' College	Morrison Hall	042	(318) 357-4577
Military Science	James A. Noe Building	031	(318) 357-5157
National Center for Preservation for Technology and Training	100 Lee H. Nelson Hall	008	(318) 356-7444
One Car (Speed Demon)	359 Student Services Center	055	(318) 357-5131
Orville J. Hanchey Gallery and Gallery-2	110 Creative and Performing Arts	25A	(318) 357-4522
Police	Police Station	005	(318) 357-5431
NSU 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	6604 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	306 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
Sociology	160 Student Union	077	(318) 357-4386
Catering	Iberville Dining Hall	074	(318) 357-4540
Student Accounting	336 Student Services Center	055	(318) 357-5447
Student Activities and Organizations	222 Student Union	077	(318) 357-5438
Student Affairs	103 Student Union	077	(318) 357-6128
Student Employment			
On-Campus/Work Study	212 Student Services Center	055	(318) 357-5961
Off-Campus/Job Location and Dev.	156 Student Union	077	(318) 357-5430
Student Government	100 Student Union	077	(318) 357-5136
Student Insurance	Infirmary Building	005	(318) 357-5351
Student Union Office	214 Student Union	077	(318) 357-6511
Testing Services	115 Watson Library	092	(318) 357-6939
Title IX Coordinator	306 Student Union	077	(318) 357-5570
TRIO/Student Support Services	243-B Kyser Hall	081	(318) 357-5901
Tutoring	108 Watson Library	092	(318) 357-4291
University Affairs	102 Creative and Performing Arts Center	25A	(318) 357-5701
University Programming Council (UPC)	222 Student Union	077	(318) 357-5438
Veterans Affairs	335 Student Services Center	055	(318) 357-6171
Vic's Dining Hall	Student Union, 2nd Floor	077	(318) 357-5784
WRAC	322 Sam Sibley	026	(318) 357-5269



<b>FALL 2025</b>		
August 11	Monday	Faculty report
August 11-17	Mon-Sun	Registration continues via NSUConnect
August 11	Monday	Faculty Institute
August 13	Wednesday	Advising-CenLa/Leesville/Shreveport
August 14-15	Thurs-Fri	Advising-Natchitoches
August 14	Thursday	Freshman Connection for all unregistered new students (9:00 a.m. - Student Services Center)
August 15	Friday	Intent to Attend available via myNSU
August 16	Saturday	Residence halls open for all students
August 17	Sunday	New Student Convocation
<b>August 18-26</b>		
August 18-26	Mon-Tues	Late registration ( <i>fee applies</i> )
August 26	Tuesday	Final day to certify Intent to Attend via myNSU
August 26	Tuesday	Final day to register, add courses, and make section changes (16-week & A-term)
August 26	Tuesday	Final day to drop a 16-week or A-term class and be refunded or have fees adjusted (16-week & A-term)
August 26	Tuesday	Last day to resign from all 16-week and A-term classes with 100% refund
August 27	Wednesday	Dropping 16-week and A-term courses with a "W" begins via NSUConnect. ( <b>NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account</b> )
<b>September 3-5</b>		
September 3	Wednesday	Last day to resign from all 16-week and A-term classes with 50% refund
September 5	Friday	Final day to appeal a grade from spring 2025
September 5	Friday	Final day to remove "I" grades with approved 60-day waiver from spring 2025
<b>September 22</b>		
September 22	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 22	Monday	5-Week grades due to be entered via NSUConnect by 11:55 p.m.
<b>October 1-2</b>		
October 1	Wednesday	Final day for undergraduate & graduate students to apply for fall 2025 graduation
October 2	Thursday	Final day to remove "I" grades from summer 2025
<b>October 11</b>		
October 11	Saturday	Last day of A-term classes
<b>October 13-14</b>		
October 13	Monday	Midterm grades due to be entered via NSUConnect by 11:55 p.m.
October 14	Tuesday	A-term grades due to be entered via NSUConnect by 11:55 p.m.
<b>October 21</b>		
October 21	Tuesday	Final day to register, add courses, or make section changes for B-term
<b>October 27</b>		
October 27	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)
<b>November 14</b>		
November 14	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)
<b>November 21</b>		
November 21	Friday	Deadline for thesis defenses for Graduate School candidates graduating in the fall 2025 semester
<b>December 1-6</b>		
December 1	Monday	Classes resume at 8:00 a.m.
December 5	Friday	Deadline for graduate students to submit all documents required for graduation in the fall 2025 semester– 12:00 noon
December 5	Friday	Last day of classes
December 6	Saturday	Final day to appeal a grade from summer 2025
December 6	Saturday	Final day to remove "I" grades with approved 60-day waiver from summer 2025
<b>December 6-11</b>		
December 6-11	Sat- Thurs	Final examinations
December 11	Thursday	Candidate grades due to be entered via NSUConnect by 12:00 noon
December 12	Friday	Residence halls close
December 15	Monday	All grades due to be entered via NSUConnect by 12:00 noon
December 15	Monday	Certification listings due from deans by 12:00 noon
<b>December 17-18</b>		
December 17-18	Wed-Thurs	Commencement Ceremonies



FALL 2025		
August 11	Monday	Faculty report
August 11-17	Mon-Sun	Registration continues via NSUConnect
August 15	Friday	Intent to Attend available via myNSU
August 18-26	Mon-Tues	Late registration for A-term ( <i>fee applies</i> )
August 26	Tuesday	Final day to certify Intent to Attend via myNSU
August 26	Tuesday	Final day to register, add courses, and make section changes ( <i>16-week &amp; A-term</i> )
August 26	Tuesday	Final day to drop a 16-week or A-term class and be refunded or have fees adjusted ( <i>16-week &amp; A-term</i> )
August 26	Tuesday	Last day to resign from all A-term classes with 100% refund ( <b>NOTE: For students enrolled in A-term only</b> )
August 27	Wednesday	Dropping 16-week and A-term courses with a "W" begins via NSUConnect. ( <b>NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account</b> )
September 3	Wednesday	Last day to resign from all A-term classes with 50% refund ( <b>NOTE: For students enrolled in A-term only</b> )
September 22	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 11	Saturday	Last day of A-term classes
October 14	Tuesday	All A-term grades due to be entered via NSUConnect by 11:55 p.m.

FALL 2025		
Continues through Oct. 21		B-Term Registration via NSUConnect
October 10	Friday	Intent to Attend available via myNSU ( <b>Note: For students enrolled in B-term only</b> )
October 13-21	Mon-Tues	Late Registration for B-term ( <i>Students who register late and are not registered for any other fall 2025 courses will be charged a late registration fee of \$60.00.</i> )
October 21	Tuesday	Final day to certify Intent to Attend via myNSU ( <b>NOTE: For students enrolled in B-term only</b> )
October 21	Tuesday	Last day to resign from ALL B-term courses with 100% refund. ( <b>NOTE: For students enrolled in B-term only</b> )
October 21	Tuesday	Final day to register, add courses, or make section changes for B-term
October 22	Wednesday	Dropping B-Term Courses with a "W" begins via NSUConnect. ( <b>NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account</b> )
October 28	Tuesday	Last day to resign from ALL B-term courses with 50% refund. ( <b>NOTE: For students enrolled in B-term only</b> )
November 14	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 ( <i>B-term only</i> )
December 1	Monday	Classes resume at 8:00 a.m.
December 5	Friday	Last day of classes
December 6-11	Sat-Thurs	Final examinations
December 11	Thursday	Candidate grades due to be entered via NSUConnect by 12:00 noon
December 12	Friday	Residence halls close
December 15	Monday	All grades due to be entered via NSUConnect by 12:00 noon
December 15	Monday	Certification lists from deans due by 12:00 noon
December 17-18	Wed-Thurs	Commencement ceremonies



<b>SPRING 2026</b>		
January 5	Monday	Faculty report
January 5-11	Mon-Sun	Registration continues via NSUConnect
January 7	Wednesday	Advising-CenLA/Leesville/Shreveport
January 8-9	Thurs-Fri	Advising-Natchitoches
January 8	Thursday	Freshman Connection for all unregistered new students (9:00 a.m. -- Student Services Center)
January 9	Friday	Intent to Attend available via myNSU
January 10	Saturday	Residence halls open for all students
<b>January 12-21</b>		
January 12-21	Mon-Wed	Late registration ( <i>fee applies</i> )
January 21	Wednesday	Last day to resign from all 16-week and A-term classes with 100% refund
January 21	Wednesday	Final day to drop a class and be refunded or have fees adjusted ( <i>16-week &amp; A-term</i> )
January 22	Thursday	Dropping 16-week and A-term courses with a "W" begins via NSUConnect <b>(NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account)</b>
January 28	Wednesday	Last day to resign from all 16-week and A-term classes with 50% refund
February 9	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> )
February 16	Monday	5-Week grades due to be entered via NSUConnect by 11:55 p.m.
February 17	Tuesday	Final day to remove "I" grades from fall 2025
<b>February 18</b>		
February 18	Wednesday	Classes resume at 12:00 noon
March 1	Sunday	Final day for undergraduate & graduate students to apply for spring 2026 graduation
March 7	Saturday	Last day of A-term classes
<b>March 9</b>		
March 9	Monday	Midterm grades due to be entered via NSUConnect by 11:55 p.m.
March 17	Tuesday	Final day to register, add courses, or make section changes for B-term
March 23	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 ( <i>16-week courses only</i> )
<b>April 6</b>		
April 6	Monday	Classes resume at 8:00 a.m.
April 6	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> )
April 17	Friday	Final day to remove "I" grades with approved 60-day waiver from fall 2025
April 17	Friday	Final day to appeal a grade from fall 2025
April 24	Friday	Deadline for thesis defenses for Graduate School candidates graduating in the spring 2026 semester
May 1	Friday	Deadline for graduate students to submit to the Graduate School all documents required for graduation in the spring 2026 semester – 12:00 noon
May 1	Friday	Last day of classes ( <i>16-week &amp; B-term</i> )
May 2-7	Sat-Thurs	Final examinations
May 7	Thursday	Candidate grades due to be entered via NSUConnect by 4:00 p.m.
May 8	Friday	Residence halls close
May 11	Monday	Certification lists due from deans by Noon
May 11	Monday	All grades due to be entered via NSUConnect by 12:00 noon
May 13-14	Wed-Thurs	Commencement Ceremonies



SPRING 2026		
January 5	Monday	Faculty report
January 5-11	Mon-Sun	Registration continues via NSUConnect
January 7	Wednesday	Advising-CenLA/Leesville/Shreveport
January 8-9	Thurs-Fri	Advising-Natchitoches
January 8	Thursday	Freshman Connection for all unregistered new students (9:00 a.m. – Student Services Center)
January 9	Friday	Intent to Attend available via myNSU
January 10	Saturday	Residence halls open for all students
<b>January 12-21</b>		
January 12-21	Mon-Wed	Late registration ( <i>fee applies</i> )
January 21	Wednesday	Last day to resign from all A-term classes with 100% refund ( <b>NOTE: For students enrolled in A-term only</b> )
January 21	Wednesday	Final day to register, add courses, and make section changes (16-week & A-term)
January 21	Wednesday	Final day to drop a class and be refunded or have fees adjusted (16-week & A-term)
January 22	Thursday	Dropping 16-week and A-term courses with a “W” begins via NSUConnect ( <b>NOTE: Courses dropped with a “W” are not refundable at any time and will not be credited to a student’s account</b> )
January 28	Wednesday	Last day to resign from all A-term classes with 50% refund ( <b>NOTE: For students enrolled in A-term only</b> )
February 9	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)
<b>February 18</b>		
February 18	Wednesday	Classes resume at 12:00 noon
<b>March 7</b>		
March 7	Saturday	Last day of A-term classes
<b>March 10</b>		
March 10	Tuesday	All A-term grades due to be entered via NSUConnect by 11:55 p.m.
<b>Continues through March 17</b>		
Continues through March 17		Registration via NSUConnect
<b>March 6</b>		
March 6	Friday	Intent to Attend available via myNSU ( <b>NOTE: For students enrolled in B-term only</b> )
<b>March 17</b>		
March 17	Tuesday	Final day to register, add courses, or make section changes for B-term
March 17	Tuesday	Last day to resign from ALL B-term classes with 100% refund ( <b>NOTE: For students enrolled in B-term only</b> )
March 18	Wednesday	Dropping B-term courses with a “W” begins via NSUConnect ( <b>NOTE: Courses dropped with a “W” are not refundable at any time and will not be credited to a student’s account</b> )
March 24	Tuesday	Last day to resign from ALL B-term classes with 50% refund ( <b>NOTE: For students enrolled in B-term only</b> )
<b>April 6</b>		
April 6	Monday	Classes resume at 8:00 a.m.
April 6	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)
<b>May 1</b>		
May 1	Friday	Last day of classes (16-week & B-term)
<b>May 2-7</b>		
May 2-7	Sat-Thurs	Final examinations
<b>May 7</b>		
May 7	Thursday	Candidate grades due to be entered via NSUConnect by 4:00 p.m.
<b>May 8</b>		
May 8	Friday	Residence halls closed
<b>May 11</b>		
May 11	Monday	Certification lists due from deans by Noon
May 11	Monday	All grades due to be entered via NSUConnect by 12:00 noon
<b>May 13-14</b>		
May 13-14	Wed-Thurs	Commencement Ceremonies



SUMMER 2026		
Continues through May 21		Registration for the 11-week summer session
May 18-19	Mon-Tues	Advising
May 20	Wednesday	Classes begin
May 21	Thursday	Last day to resign from all classes with 100% refund
May 21	Thursday	Last day to drop a class and be refunded or have fees adjusted for 11-week session
May 21	Thursday	Last day to register, add courses, or make section changes
May 22	Friday	Dropping classes with a grade of "W" begins via NSUConnect. <b>(Note: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account)</b>
May 23	Saturday	Last day to resign from all classes with 50% refund
June 22	Monday	Final day to resign from all courses or drop courses with a grade of "W" or change from credit to audit
July 1	Wednesday	Final day for undergraduate/graduate students to apply for summer 2026 graduation
July 14	Tuesday	Final day to remove "I" grades from spring 2026
July 31	Friday	Final exams
July 31	Friday	11-week session ends
August 4	Tuesday	All grades are due by Noon

SUMMER 2026		
Continues through June 9		Registration for the 8-week summer session
June 4-5	Thurs-Fri	Advising
June 8	Monday	Classes begin
June 9	Tuesday	Last day to resign from all classes with 100% refund
June 9	Tuesday	Last day to drop a class and be refunded or have fees adjusted for 8-week and 1st 4-week sessions
June 9	Tuesday	Last day to register, add courses, or make section changes
June 10	Wednesday	Dropping classes with a grade of "W" begins via NSUConnect. <b>(NOTE: Courses dropped with a "W" are not refundable at any time and will not be credited to a student's account)</b>
June 11	Thursday	Last day to resign from all classes with 50% refund
July 13	Monday	Final day to resign from all courses or drop courses with a grade of "W" or change from credit to audit
July 14	Tuesday	Final day to remove "I" grades from spring 2026
July 31	Friday	Final exams



July 31	Friday	8-week session ends
August 4	Tuesday	All grades are due to be entered by 11:55 p.m.
Continues through June 9		Registration for the 1st 4-week summer session
June 4-5	Thurs-Fri	Advising
June 8	Monday	Classes begin
June 9	Tuesday	Last day to resign from all classes with 100% refund
June 9	Tuesday	Last day to drop a class and be refunded or have fees adjusted for 1st 4-week session
June 9	Tuesday	Last day to register, add courses, or make section changes
June 10	Wednesday	Dropping classes with a grade of "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>
June 11	Thursday	Last day to resign from all classes with 50% refund
June 22	Monday	Final day to resign from all courses or drop courses with a grade of "W" or change from credit to audit
July 2	Thursday	Final exams
July 2	Thursday	1st 4-week session ends
July 7	Tuesday	All grades are due to be entered by 11:55 p.m.

<b>SUMMER 2026</b>		
Continues through July 7		Registration for the 2nd 4-week summer session
July 2-3	Thurs-Fri	Advising
July 6	Monday	Classes Begin
July 7	Tuesday	Last day to resign from all classes with 100% refund
July 7	Tuesday	Last day to drop a class and be refunded or have fees adjusted for 2nd 4-week session
July 7	Tuesday	Last day to register, add courses, or make section changes
July 8	Wednesday	Dropping classes with a grade of "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>
July 9	Thursday	Last day to resign from all classes with 50% refund
July 20	Monday	Final day to resign from all courses or drop courses with a grade of "W" or change from credit to audit
July 31	Friday	Final exams
July 31	Friday	2nd 4-week session ends
August 4	Tuesday	All grades are due to be entered by 11:55 p.m.





# | NORTHWESTERN STATE

## ACADEMIC SUSPENSION APPEAL FORM For Undergraduate Students

revised 8-2-23

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:

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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).  
Suite 112 Watson Memorial Library | 318-357-4399 Fax | advising@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](mailto: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 [Visit the University Affairs Website](#). Full disclosure statement: [Visit the official NSU website](#).



# 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> <sup>*</sup>	<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

## Office of the Registrar

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

### Retroactive Cancellation Request Form

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

Print Your Name \_\_\_\_\_

Classification \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Telephone Number/Cell Number \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

E-mail address (Decision will be sent to this e-mail) \_\_\_\_\_

Students with extenuating circumstances who are or were not able to complete the semester may use this form to appeal for a retroactive cancellation of their tuition/fee charges. 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 refund 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 read this very important note:**

Approval of a retroactive cancellation is only applicable to the debt owed directly to Northwestern State University. The student will be responsible for paying the Louisiana Attorney General's Office any and all collection costs, court costs, attorney fees, dismissal fees and any other associated costs of debts undergoing any legal proceedings by the Louisiana Department of Justice-Collections Section.

**PLEASE NOTE: APPEAL APPLICATIONS MUST BE SUBMITTED WITHIN THE ACADEMIC CALENDAR YEAR OF THE TERM BEING APPEALED.**

**List the semester and year that you are appealing:** Semester/Year: \_\_\_\_\_

**How were your fees paid during the semester?** (Check one)  Out of Pocket  
 Financial Aid/Scholarships, Exemption

**Specify reason(s):**

- Never Attended                       Medical Hardship                       Death of an Immediate Family Member
- National Defense                       Financial Hardship                       Natural Disaster or Traumatic Event
- Financial Aid                       Stopped Attending (Last date of attendance) \_\_\_\_\_

**Please read each of the following before you submit your appeal:**

- (1) You should include any dated documentation to support your circumstances. The committee will make a decision based upon the specific dates indicated on your documentation.
- (2) Appeal applications must be submitted within the academic calendar year of the term being appealed.

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

Signature of Appellant \_\_\_\_\_

Student ID \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\* For Office Use Only \*\*\*\*\*

Meeting Date:	Decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Decision Based On:	Date Decision E-mailed:
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## 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.

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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: NSU 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)

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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 Regent's 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.

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