

**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 3<sup>rd</sup> business day after grades are submitted each semester/term.**  
**If requesting to repeat a nursing 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 nursing 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. Nursing Department: nursing@nsula.edu
  2. Undergraduate Program Director
  3. APDG Chair
- ❼ The student will be notified in writing of the Committee's decision within two weeks of submission of Waiver of Policy.

