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:

- The student should first visit with an academic advisor to discuss the request for waiver of policy procedure.
- The student is responsible to ensure that copies of transcripts from every university attended are on file with NSU or accompany this waiver form.
- The student should obtain and complete a Request for Waiver of Policy form.
- 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 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 works AND a list of specific changes in behavior to ensure success if appeal approved.

- 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.
- **6** Return the Request for Waiver of Policy form to:
 - 1. Nursing Department: nursing@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.

Revised: Feb. 2022

Northwestern State University College of Nursing and School of Allied Health

ADMISSIONS, PROGRESSION, DISMISSAL REVIEW COMMITTEE

REQUEST FOR WAIVER OF POLICY

Name:		SID/CWID		
Last	First	Middle		Student/Campus Wide ID
Program: ASN	BSN	MSN	DNP BSR	S
Mailing Address:	No. & Street			
	City		State	Zip
Telephone Number:				
Waiver Requested: _				

Rationale for Reques	t:			
				
	11-3-3-3-11-3-3-3-3-3-3-3-3-3-3-3-3-3-3			
Preferred Campus (F Alexandria			ected p <u>rog</u> ram): es Shreveport	
	wiew Committee www.with this request.	vill not process my	request until all transc	ripts are on file with NSU or
(2) the response t	o my request will b	e completed with	in two weeks following	submission.
Student Signature				

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