



NORTHWESTERN STATE
UNIVERSITY OF LOUISIANA
 Natchitoches, LA 71497

University Registrar's Office
Telephone (318) 357-6171
or 1-800-807-8849
Fax (318) 357-5823

Registration, Credits, and Graduation Council Appeal Application

Print Your Name	Classification
Current Mailing Address	Telephone Number/Cell Number
City, State, Zip Code	E-mail address

This application may be used by the student with the ability to document/justify a registration cancellation, resignation, or other appropriate reason; descriptions are provided on reverse. Allowable reasons for appeals **DO NOT** include dissatisfaction with an anticipated grade, instructor, content of the course, belated decision to change a major, ignorance of or failure to follow University policy.

Return the completed application to the University Registrar's Office, 108 Roy Hall, Northwestern State University, Natchitoches, LA 71497. You may also fax the application 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.

Check the item that applies to you, and specify the semester and the year.

CANCELLATION OF CLASSES FOR _____ BASED ON THE FOLLOWING REASONS:
 Semester/Year

ADMINISTRATIVE _____ NON-ATTENDANCE _____ HARSHIP _____ FINANCIAL AID _____
 NATURAL DISASTER _____ NATIONAL DEFENSE _____ EXCEPTIONAL TRAUMATIC EVENT _____

Note: Documentation is required for each item checked.

RESIGNATION (WITHDRAWALS WITH "W" GRADES IN ALL CLASSES -NO REFUND)
 FOR _____ BASED ON THE FOLLOWING REASONS:
 Semester/Year

ADMINISTRATIVE _____ HARSHIP _____ NATIONAL DEFENSE _____ OTHER _____

Note: Documentation is required for each item checked.

EXCEPTIONS RELATING TO REGISTRATION, CREDITS, OR GRADUATION
 FOR _____ BASED ON THE FOLLOWING REASONS:
 Semester/Year

REGISTRATION _____ TRANSFER CREDITS _____ GRADUATION _____ OTHER _____

Give a concise explanation and justification for the appeal. ATTACH APPROPRIATE DOCUMENTATION.

(Attach a brief note if needed)

Signature of Appellant _____ Social Security Number _____ Date _____

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

Meeting Date:	Decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled <input type="checkbox"/>	Request For: Cancellation <input type="checkbox"/> Resignation <input type="checkbox"/> Other <input type="checkbox"/>
Date Emailed:	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 YEARS!

ALLOWABLE REASONS FOR APPEAL

CANCELLATIONS: (Refunding eligible registration fees)

- 1. ADMINISTRATIVE:** Cancellation of all or selected classes based on documented advisement/departmental registration errors, etc.
- 2. NON-ATTENDANCE:** Cancellation of all classes based on documented proof that the student never attended any classes or stopped attending all classes during the first seven days of classes or one day after the last day to register for classes (fall or spring semester). Cancellation of all classes based on documented proof that the student stopped attending all classes during the first four days of short sessions less than eight weeks.
- 3. HARDSHIP:** Cancellation of all classes based on illness or injury to student, or death in student's immediate family that rendered the student unable to complete the classes. 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.
- 4. 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. Documentation from the Financial Aid Office will be required.
- 5. NATURAL DISASTER OR EXCEPTIONAL TRAUMATIC EVENT:** Cancellation of all classes based on documented proof of the disaster or traumatic event.
- 6. NATIONAL DEFENSE:** Cancellation or resignation will be applied based on the Board of Regent's policy. The student must provide a copy of official military orders from his or her commanding officer.

RESIGNATIONS: (No refund of registration fees)

- 1. ADMINISTRATIVE:** Resignation of all or selected classes based on documented advisement/departmental registration errors, etc.
- 2. HARDSHIP:** Resignation of all classes based on illness/injury to student, or death in student's immediate family that rendered the student unable to complete the classes. Documentation may include death certificate, obituary, accident report, hospital bill, or a letter on official stationery from an attending physician.

EXCEPTIONS:

- 1. REGISTRATION:** Request for reinstatement of registration based on cancellation or resignation because of a previous balance or other extenuating circumstances.
- 2. TRANSFER CREDITS:** Request for an exception to the transfer credit policy.
- 3. GRADUATION:** Request for an exception to the rules and regulations for graduation.

IMPORTANT NOTE:

**APPEALS FOR A CANCELLATION OR RESIGNATION IN SELECTED CLASSES
MUST BE BASED ON ADMINISTRATIVE REASONS ONLY!**