



**UNDERGRADUATE  
ACADEMIC APPEAL WHILE ON SUSPENSION**

In accordance with the Board of Regents policy, a student that has been suspended may file an appeal for readmission into the university.

You have been placed on academic suspension because you were on probation and did not earn at least a **2.000** grade point average at the end of your last semester. The purpose of the academic suspension is to allow students time to reflect on their academic performance, career goals and to make changes that will allow for improvement in academic performance.

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**Student Instructions for Filing an Academic Appeal**

1. Complete all sections of the appeal form as instructed. The Appeal Committee will not consider incomplete appeal applications. Make a copy of your completed appeal for your records.
2. Attach appropriate documentation to substantiate all extenuating circumstances identified in your appeal.
3. Submit academic appeal application and appropriate documentation to **your Academic Dean** or Director of the Center for Student Excellence (if applicable) either by mail, fax, or in person. **(Refer to page 2 for your Dean's address and fax number.) Your appeal must be received in the Academic Dean's office no later than 4:30 p.m. Tuesday, January 5, 2010 for the 2010 Spring Semester.**
4. **Final Registration ends 6:00 p.m. on Thursday, January 14, 2010.** You may view appeal decisions in LeoNet under Self Service>Student Center>Holds>Details>Academic Appeal Decisions.

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Date \_\_\_\_\_

**Section 1: To be completed by student**

**Semester which you are requesting readmission on appeal:**

**Spring 2010**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Univ. I.D./W# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (DAY): \_\_\_\_\_ Telephone (EVENING): \_\_\_\_\_

Number of Prior Suspensions: \_\_\_\_\_ Number of Prior Appeals Granted: \_\_\_\_\_

**For Office Use Only:**

**Readmission Decision by Appeal Committee:** \_\_\_\_\_

(The Committee's decision will be based on your past academic record and all supporting documentation)

## Academic Appeal

### Page 2

#### Section 2: Narrative

**Attach a written narrative describing the circumstances that contributed to your poor academic performance; detailing how you will address these circumstances next semester; and listing the courses you would like to take that you believe will help you achieve your educational goals. Please attach appropriate documentation (medical or other) to support your case and validate your circumstances.**

**(Note: Your proposed schedule of classes must be approved by your academic advisor. The classes you ultimately take if your appeal is granted will be determined by you and your faculty advisor. As a means of improving your opportunities for success, your advisor may require you to take courses other than those in your degree plan.)**

#### Section 3: Academic Deans – Contact Information

College of Arts, Humanities & Social Sciences  
Fayard Hall, Room 300  
SLU 10767  
Hammond, LA 70402  
Office: (985) 549-2101  
Fax: (985) 549-5014

Center for Student Excellence (Undecided)  
Southeastern Hall, Room 113  
SLU 10348  
Hammond, LA 70402  
Office: (985) 549-3981  
Fax: (985) 549-3982

College of Business  
Garrett Hall, Room 84  
SLU 10735  
Hammond, LA 70402  
Office: (985) 549-2258  
Fax: (985) 549-5038

College of Science and Technology  
Meade Hall, Room 113  
SLU 10829  
Hammond, LA 70402  
Office: (985) 549-2055  
Fax: (985) 549-3396

College of Education and Human Development  
Teacher Education Center, Room 1018  
SLU 10671  
Hammond, LA 70402  
Office: (985) 549-2217  
Fax: (985) 549-2070

Division of General Studies  
North Campus Main Bldg, Rm 289  
SLU 10672  
Hammond, LA 70402  
Office: (985) 549-3755  
Fax: (985) 549-3879

College of Nursing & Health Sciences  
Biology Building, Room 326  
SLU 10781  
Hammond, LA 70402  
Office: (985) 549-3772  
Fax: (985) 549-5179