

**NORTHWESTERN STATE UNIVERSITY
SCHOLARSHIP APPEAL FORM**

Fall Appeal Deadline: August 15

Spring Appeal Deadline: February 15

Section 1: To be completed by Applicant

PLEASE PRINT ALL INFORMATION

Name

Campus Wide ID

Telephone Number

Current Address

City

State

Zip

Reason for Appeal:

Inadequate GPA/Less than full-time enrollment

Other: _____

Give a concise and complete explanation/justification for the appeal; attach appropriate documentation

Date

Signature of Applicant

Section 2: To be completed by Scholarship Office

Current GPA

Cumulative GPA

No of Appeals

Section 3: Committee Action: To be completed by Coordinator

Approved

Denied

Comments: _____

Signature of Committee Coordinator

Date

Scholarship Appeal Process

There is no automatic probation period for any student on scholarships. Academic/Leadership, Performance and Out of State Scholarships will be cancelled automatically if the following occurs:

1. The student does not make the required semester and cumulative grade point average, or
2. The student does not maintain full-time enrollment throughout the semester. Students who need to sit out of school or who attend the Disney Program will need to appeal prior to not attending school.

How to Appeal Scholarship Cancellation

1. Student must complete the Scholarship Appeal form by the deadline
2. Second appeals are granted **ONLY** in exceptional or extenuating circumstances
3. Attach appropriate documentation

The committee will review the following when making a decision:

- Why the student did not make progress (grades or hours)
- Supporting documentation the student has attached to the appeal
- They also look at the relevance of the documentation
- Number of times a student has appealed
- Student's statement should explain why the student did not make progress
- Student's statement should also include what changes have been made and why the student will be able to currently make progress

Appropriate documentation may include but is not limited to, the following:

- Transcripts
- Medical Bills
- Physician notes
- Police reports
- Tax returns
- Faculty memos

Northwestern State University does not discriminate on the basis of race, color, national origin, sex, disability, or age 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)
- Students – Frances Conine, Dean of Students (318-357-5286)

For Americans with Disabilities Act (ADA) concerns, contact the Disability Support and Tutoring Director, Catherine Fauchaux, at 318-357-4460.

Full disclosure statement: <http://universityplanning.nsula.edu/notice-of-non-discrimination/>

**Inquiries regarding employment applications should call Business Affairs (318-357-5446).*