



Student Appeal Form

Last Name _____ First Name _____ Middle Initial _____

Student ID (NSHE ID) #: _____ Phone #: _____

Email address: _____

Please select one of the options below

Academic Suspension (Completed registration card with up to two courses and Degree Sheet obtained from appropriate academic counselor/success coach must be attached)

Academic suspension Effective: _____ Semester _____ Year _____ Requesting to return on: _____ Semester _____ Year _____

Reinstatement or Late Registration Appeal Attach Permission to Enroll in Class After Deadline Form signed by both instructor and department chair to appeal

Refund/pardon of fees

- Only classes which have been withdrawn can be considered for a refund/pardon of fees appeal.
- If approved for refund/pardon of fees, all academic grades will remain on student's permanent record and will continue to be used to calculate excess credit, Satisfactory Academic Progress Policy (SAPP), Return to Title Four (R2T4) and any other state or federal mandate.

Please select from the below approved criteria for refund/pardon of fees appeal (for additional information please review the current CSN catalog). Committee's decision will be e-mailed to above e-mail address.

- Death of immediate family member; with supporting documentation attached
- Extended incapacitation or hospitalization of student; with supporting documentation attached
- Involuntary job transfer; with valid supporting documentation attached
- Late notification of denial to a specific degree program; with supporting documentation attached
- Verifiable institutional error by CSN
- Student recalled in support of a national emergency in accordance with NSHE policy; with supporting documentation attached.

Semester: _____ Year: _____ Class/es: _____

Please explain in detail the circumstances which support your petition pertaining to your request. Please attach additional explanation if necessary along with required documentation.

Student Signature _____

Date Submitted _____

FOR COMMITTEE USE ONLY

COMMENTS:

APPROVED

DATE

DENIED

DATE