



Student Appeal

Last Name _____ First Name _____ Middle Initial _____

Student ID (NSHE ID) # _____ Phone # _____

Email address (primary email on MyCSN) _____

Please select one of the options below

Academic Suspension (Completed registration card with a maximum of 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 _____

Refund/pardon of fees

- Only classes which have been dropped with or without a grade of "W" can be considered for a refund/pardon of fees appeal.
- No refund will be made if the Student Appeal Form and supporting documentation are not received by the end of the semester following the semester being appealed. Exceptions may be made in extraordinary circumstances.
- 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 approved criteria below for refund/pardon of fees appeal (for additional information please review the current CSN catalog). Committee's decision will be e-mailed to the e-mail address listed on student's MyCSN account.

- 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