

TIPS FOR APPEALS

It can often be overwhelming to construct and submit an academic appeal. Use the helpful hints below to submit the strongest appeal possible.

NOTE: Submission of an appeal does not guarantee approval. Each student's individual situation is considered when an appeal decision is made.

General Tips for Appeals

- ⇒ It is recommended that you meet with an HSE counselor to discuss your situation prior to submitting an appeal.
- ⇒ Be sure to include all components of the appeal (e.g., appeal form, letter explaining request, documentation of circumstances beyond your control, instructor information forms if required). Review the sections that follow for suggestions based on appeal type. If your request falls into more than one appeal category, include the information required for both.
- ⇒ When completing the required student letter, be detailed about what you are requesting, type your letter, and proofread your work for spelling and grammatical errors. See below for additional suggestions of what to include in your letter based on the type of appeal.
- ⇒ If circumstances beyond your control (i.e., medical condition, death of a loved one, etc.) are discussed in the student letter as a reason for requesting the appeal, documentation of these circumstances must be provided. Examples of documentation include but are not limited to a copy of an obituary, letter from a counselor/therapist confirming treatment, medical records or letter from a doctor, and copies of police records. Letters must be on official letterhead and include a signature.
- ⇒ Submit your completed appeal by 4:30 PM on Tuesday to 236 Peabody Hall or chseinfo@lsu.edu. Appeals are typically reviewed on Wednesday afternoons, and students are notified of the decision via email.
- ⇒ Please see below for examples of the most common appeals received by our office.

What's your appeal?

To take a course(s) at a community college after earning 60 hours of credit.

- ⇒ Once an LSU student has earned 60 or more hours of college credit, LSU will not accept coursework from a community college. Students can appeal for an exception to this policy through their college. In your appeal, you are required to include the following:
- ⇒ Include the name of the institution you wish to attend, the semester you plan to take the course(s), the specific course(s) you are requesting to take, and copies of the LSU Tiger Transfer Tables showing how the course(s) will transfer to LSU. If a course does not appear in the Tiger Transfer Tables, you can request an evaluation at lsu.edu/evaluation.
- ⇒ Explain why you are requesting to take the course at the community college.
- ⇒ State whether or not the course(s) are required for your degree.
- ⇒ If you are appealing to take coursework at a community college and you are in the last 25% of your degree program, your appeal must include the information specified in the section on residency appeals. See page 4 for more information.
- ⇒ Students are not permitted to be enrolled at two institutions simultaneously. If you are requesting to take a course at another institution while also taking courses at LSU, please see the section titled "concurrent enrollment at LSU and another institution." See page 5 for more information.

If a student fails a course at LSU, the course must be repeated at LSU.

What's your appeal?

To waive a portion of the HSE residency requirement after being admitted into HSE.

HSE students are required to complete the last 25% of a degree within HSE and at LSU. If student is admitted into HSE having less than 25% of a degree left to complete, then the student can appeal to waive a portion of the HSE residency requirement. In your appeal, you are required to include the following:

- ⇒ Indicate the number of hours of the HSE residency requirement you are requesting to waive. (Ex. if you have 12 hours left to complete you are requesting to waive 18 hours of the residency requirement.)
- ⇒ Explain the situation(s) that prevented you from being admitted into HSE prior to completing the last 25% of your degree . . . Were you waiting to earn the required GPA for admission? Were you not able to take a course required for admission until a later semester?
- ⇒ Explain how approval of the residency appeal would benefit you . . . Would this allow you to complete your degree program sooner?
- ⇒ Discuss your plans for success in your remaining credit hours.

To retake a course after failing twice.

The LSU General Catalog states that if a student fails a course at LSU the course must be repeated at LSU. In addition, if a student fails a course twice at LSU, the student is not permitted to retake the course for a third time unless they gain prior approval from the senior college offering the degree program. In your appeal, you are required to include the following:

- ⇒ Indicate the course rubric, number, and section that you are requesting to retake (e.g., BIOL 1201– Section 1).
- ⇒ Explain when you would like to retake the course should the appeal be approved.
- ⇒ Explain the situation(s) that resulted in your having difficulty in the course during the prior attempts.
- ⇒ If there are circumstances beyond your control that impacted your success in the previous attempts of the course (e.g., loss of a loved one, medical condition) include information on the situation and how it impacted you during the attempts of the course. **Also, be sure to provide documentation of this situation (see “General Tips for Appeals”).**
- ⇒ Include information on your plans for success in the course during the third attempt. What will be different during this attempt?

If an appeal of this nature is approved, students are also encouraged to explore the use of the LSU Grade Exclusion Policy when retaking the course.

If a student is approved to retake a course after failing it twice, the third attempt of the course will be the final attempt permitted. Should the student earn an “F” in the course again, the student cannot retake the course for a fourth time. If it is a course required for the degree program, the student would have to select an alternative degree.

To enroll in more than the allowed number of hours in a semester?

Students requesting to enroll in more than 19 hours in a fall/spring semester, 12 hours total in summer, 6 hours in summer session B, or 4 hours in an intersession will complete this type of appeal. In your appeal, include the following:

- ⇒ Indicate the semester for which you are requesting to exceed credit maximum.
- ⇒ List the courses you plan to take in that semester and the total number of credit hours you would be taking.
- ⇒ Explain why you want to take more than the permitted number of credit hours. Are the courses you need being offered only in summer session B? Are you in need of 20 hours to graduate that semester?
- ⇒ Explain your plans for success in that semester should the appeal be approved.
- ⇒ If you plan to complete an internship that semester, include a letter of support from your faculty advisor.

What's your appeal?

To retake a course after earning a grade of "C" or higher.

LSU students are not permitted to retake a course in which a grade of "C" or higher was earned without approval from the dean of their college. Students planning to pursue graduate/professional school after completion of their undergraduate degrees sometimes request to retake a course in which a grade of "C" or higher was earned in an effort to meet admission requirements or increase their chances for admission. In your appeal, you are required to include the following:

- ⇒ Indicate the course rubric and number that you are requesting to retake (e.g., BIOL 1201).
- ⇒ Explain why you are requesting to retake the course and discuss past reasons for difficulty with the course.
- ⇒ If there were circumstances beyond your control (e.g., loss of a loved one, a medical condition) that contributed to your performance in the course, provide an overview of the situation and explain how the event(s) impacted your efforts in the course. **Also, be sure to include documentation of this situation (see "General Tips for Appeals").**
- ⇒ Include documentation from the graduate/professional school(s) to support your request. This could include a printed copy of a school's website highlighting the relevant admission requirement or an email/letter from the school indicating that retaking the course would be in your best interest for admission into the program. *Appeals of this nature will not be approved without this documentation.*
- ⇒ State when you would like to retake the course. If registration for that semester is open, be sure to include the section number you would like to take.
- ⇒ Discuss your plans for success in the course.

If the appeal is approved and the course is repeated, both attempts of the course will be calculated into the student's LSU and cumulative GPAs. However, only the most recent attempt will apply toward the degree program.

Students should contact the graduate/professional school to which they plan to apply to determine how multiple attempts of a course are factored into the GPA(s) be used in admission decisions. Will both attempts be included in the GPA or only the most recently taken or highest grade??

To remain in your major after being "off track" for two consecutive semesters under the Comprehensive Academic Tracking System (CATS).

The LSU CATS program is designed to help students progress toward earning their degree. Each degree program and concentration have a recommended path that provides one way to complete the degree in four years. In addition, students must satisfy semester-specific critical requirements to ensure timely progress toward degree completion. These critical requirements may include completing specific courses or earning a certain GPA. At the end of a semester if students do not meet critical requirements, CATS holds are placed on their registration. To have the hold removed, students must meet with a counselor to discuss plans for getting back "on track." If a student receives an end-of-semester CATS hold for two consecutive semesters, the student must either change majors or appeal to remain in the major. If requesting to remain in your current degree program, you are required to include the following in your appeal:

- ⇒ Complete the CATS appeal form, which is available in the HSE Office of Student Services (236 Peabody Hall) or online at chse.lsu.edu under "Current Students" and then "Forms and Admission Applications."
- ⇒ Answer all questions listed on the CATS appeal form in your letter.
- ⇒ If there were circumstances beyond your control (e.g., loss of a loved one, a medical condition) that impacted your performance, provide an overview of these event(s) and explain how they affected you. **Also, be sure to include documentation of the situation (see "General Tips for Appeals").**
- ⇒ Provide a list of courses you plan to take in the upcoming semesters and include the CATS critical requirements to show how you will meet these. It is suggested that you meet with an HSE counselor to review your academic situation and develop this plan prior to submission of the appeal.

What's your appeal?

To drop/add a course(s) after an academic deadline has passed.

Each semester on the Registrar's website, LSU publishes the Academic Calendar, which lists important academic deadlines such as the last day to drop courses without a "W," the last day to add, and the last day to drop/resign for a semester. Students may appeal for an exception to one of these deadlines; however, these "retroactive drops/resignations/adds" are typically approved only when a deadline was missed due to circumstances beyond a student's control. In your appeal, you are required to include the following:

- ⇒ State the specific action you are requesting (e.g., drop class without a "W"). Indicate the semester and course(s) to which the request pertains.
- ⇒ Explain the situation that prevented you from meeting the academic deadline in that semester.
- ⇒ Note the circumstances beyond your control (e.g., loss of a loved one, a medical condition) that contributed to your missing the deadline and explain how the event(s) impacted you. **Also, be sure to include documentation of this situation (see "General Tips for Appeals").**
- ⇒ Explain your plans for success in future semesters. If there are actions that you might take to mitigate the impact of a similar situation on your academic performance in the future, note these.
- ⇒ If you are appealing to retroactively drop a course, you must submit a "W" appeal form along with "Instructor Form for Appeals" for every course you are requesting to drop. These forms are available in the HSE Office of Student Services in 236 Peabody Hall. ***Appeal decisions cannot be made until these forms are received.***

It is highly suggested that students appealing for a retroactive drop or add consult with the Office of Student Aid and Scholarship (225/578-3103) prior to submission of an appeal to discuss the impact a potential approval could have on their aid and scholarship status.

Submission of an appeal does not guarantee an approval. If a semester is still in session, students should continue to attend all courses and submit all assignments until an appeal decision is made.

To take a course via LSU Distance Learning or at another university in the last 25% of your degree?

HSE students are required to complete the last 25% of their degree (30 hours) within HSE and at LSU. Students requesting to take a distance learning course or a course at another institution in the last 25% of their degree program are completing a residency appeal. In your appeal, you are required to include the following:

- ⇒ Indicate the course rubric and number you are requesting to take (i.e., BIOL 1201).
- ⇒ Explain why you are requesting to take the course via distance learning or at another other institution. Will this allow you to study abroad or graduate in that semester? Will this allow you to take courses at home in a summer term?
- ⇒ Explain whether or not the course(s) are required for your degree.
- ⇒ If you are requesting to take a course(s) at another institution, include the name of the institution at which you are requesting to take the course, the specific course(s) you are requesting to take at that institution, and copies of the LSU Tiger Transfer Tables showing how the course(s) will transfer to LSU. If a course does not appear on the Tiger Transfer Tables you can request an evaluation at lsu.edu/evaluation.
- ⇒ If you are requesting to take a course via LSU Distance Learning, include a completed enrollment form (available online and in 236 Peabody) should your appeal be approved.
- ⇒ If you are submitting a residency appeal to take coursework at a community college, your appeal must also include the information specified in the section on taking a course(s) at a community college after having earned 60 hours of credit. See page 1 for more information.
- ⇒ Students are not permitted to be enrolled at two institutions simultaneously. If you are requesting to take a course at another institution while also taking courses at LSU, please see the section titled "concurrent enrollment at LSU and another institution." See page 5 for more information.

If a student fails a course at LSU, the course must be retaken at LSU.

What's your appeal?

Concurrent enrollment at LSU and another institution

LSU students are not permitted to enroll at two institutions simultaneously. However, students may appeal for an exception to this policy. In your appeal, you are required to include the following:

- ⇒ Include the name of the institution you wish to attend, the semester you plan to take the course(s), the specific course(s) you are requesting to take, and copies of the LSU Tiger Transfer Tables showing how the course(s) will transfer to LSU. If a course does not appear in the Tiger Transfer Tables, you can request an evaluation at lsu.edu/evaluation.
- ⇒ Provide a schedule of classes with class times and days of the week for both institutions. Include the semester start and end dates for the other institution.
- ⇒ Explain why you are requesting to take the course(s) at the institution while also enrolled at LSU.
- ⇒ If there are circumstances beyond your control (e.g., required course not being offered at LSU, time conflict) that are leading you to make this request, discuss these in your appeal letter. **Also, be sure to include documentation of the situation (see "General Tips for Appeals").**
- ⇒ State whether or not the course(s) are required for your degree.
- ⇒ If you are appealing to take coursework at an LSU and another institution and you are in the last 25% of your degree program, your appeal must also include the information specified in the section on residency appeals. See the first page for more information.
- ⇒ If you have earned 60 or more hours of credit and are submitting an appeal to take coursework at a community college and LSU, your appeal must also include the information specified in the section on taking a course(s) at a community college after having earned 60 hours of credit. See page 1 for more information.

***Failure to include adequate travel time between LSU and the other institution
will result in an automatic denial of the request.***

Other types of appeals.

There are multiple other types of appeals that a student may submit. It is highly recommended that a student consult with an HSE counselor prior to submitting an appeal to discuss their individual situation.

Questions

Contact the HSE Office of Student Services

chseinfo@lsu.edu

225/578-2331

236 Peabody Hall