

Nicholls State University

Academic Appeal Form Instructions

Your academic appeal will be submitted through an electronic workflow which will route your request through its review and approval/denial process.

Resources to guide you in your appeal process

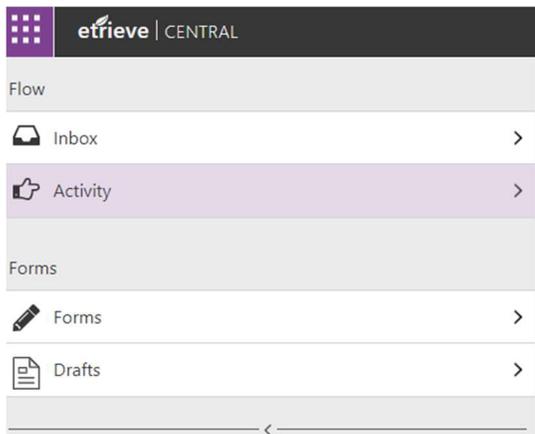
1. Visit the Academic Suspension [website](#) for
 - a. Academic Appeal Deadline
 - b. Outline for a Well Written Academic Appeal
 - c. Criterial and Required Documentation for filing a Waiver of Suspension
 - d. Frequently Asked Questions about Academic Suspension

Steps to Submit your Academic Appeal

1. Login to my.nicholls.edu
2. Select your Online Forms tile



The **etrieve** central page will display with two categories, Flow and Forms.



Flow contains “Inbox” and “Activity” which provide you information on your requests.

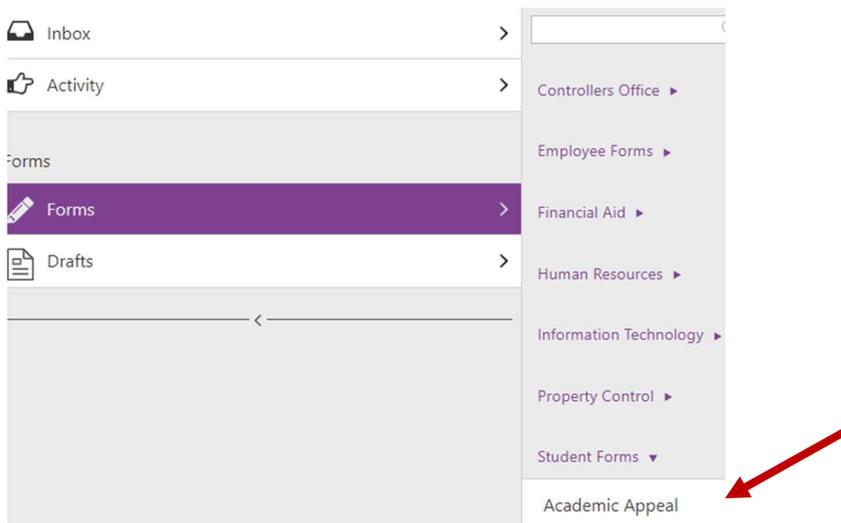
- *Inbox* will display any messages that have been sent to you. You will also receive an alert from **etrieve** in your student email.
- *Activity* will provide history on your form. Here you can track the form package and see its status.

Forms has two components as well, Forms and Drafts.

- *Forms* are the forms you can complete through an electronic workflow process.
- *Drafts* are just that, drafts of forms you may have created but have not submitted.

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3. Select *Forms*, then from the Student Forms menu, select Academic Appeals Form.



4. Your personal information and your academic status will populate from data contained in your student record.
5. Please read the instructions on the form. The form will be saved until you submit it. The form will be located in Drafts should you need to return to complete it.
6. Supporting documentation can be attached to your form.
7. When a decision is made on your appeal, you will be notified via your student email account from **etrieve**.