

DOCUMENTATION REQUIRED FOR ACADEMIC APPEALS

Appeals will only be considered once all documentation is submitted to your college.

Dropping an individual class is only allowed in certain medical / mental health circumstances (see Registrar's website for further information)

Instructions: Contact your academic advisor if you need assistance with the appeal process.

1. Adding a class (allowed only until 14th class day)

- Written approval from **each professor** via UNO e-mail account for the student to be added to the roster
- Supporting documentation surrounding enrollment issue such as emails from faculty/staff, screenshot of error message, etc.

A **hold** on the student's account does not constitute an extenuating circumstance if it is the only reason the addition could not be made.

2. Swapping classes (allowed only until 14th class day)

- Written approval from the **professor** via UNO e-mail account for the student to be added to the roster
- Supporting documentation surrounding enrollment issue such as emails from faculty/staff, screenshot of error message, etc.

A **hold** on the student's account does not constitute an extenuating circumstance if it is the only reason the swap could not be made.

3. Adjusting credit hours of a class

- Written approval from the **professor** via UNO e-mail account verifying that the student is completing the work for the hours requested

4. Changing from credit to audit (or vice versa)

- Written approval from the **professor** via UNO e-mail account for the student to change the grading status of the class
- Supporting documentation showing effort was made to change the grading status prior to the posted deadline

5. Dropping / resigning due to medical / mental health reasons

- Supporting documentation, such as a letter from the treating practitioner, medical records, or any other official documentation that shows the dates of treatment for the reported health issue.
- Written correspondence from the **professor** via UNO e-mail account **for each course** being removed reporting the student's last date of attendance

IMPORTANT: Requesting to **drop an individual class**? Review important information on Registrar's website prior to submitting the appeal.

6. Resigning due to a death in the family

- Death certificate or obituary with student's name listed as a relative
- Written correspondence from the **professor** via UNO e-mail account **for each course** being removed reporting the student's last date of attendance

7. Resigning due to other extenuating circumstances

- Supporting documentation connected to the circumstance(s) preventing resignation by the posted deadline
- Written correspondence from the **professor** via UNO e-mail account **for each course** being removed reporting the student's last date of attendance

8. Readmission after being scholastically dropped

- A letter from the student's advisor supporting the student's request for readmission

NOTE: The letter should be sent directly to the Registrar's Office at unoappeals@uno.edu with the student's name in the subject line.

- Documentation showing circumstances that negatively affected the student's academic performance