

Indicate TERM & YEAR
of appeal:

____ YEAR

☐

Fall

☐

Spring

☐

Summer

☐

Undergraduate

☐

Graduate

Instructions: Once appeal packet is complete and includes all necessary documentation, deliver to your College office. Graduate appeals should be delivered to the Graduate School. If you need assistance completing this form, make an appointment with your academic advisor. All academic appeals have a 1-year statute of limitations for submission.

UNIVERSITY OF NEW ORLEANS ACADEMIC APPEAL

Last Name

First

Middle

Student ID Number

Street Address

City

State

Zip

Phone

UNO e-mail

Are you an international student?

☐

Yes

☐

No

This request is:

☐

Academic

☐

Financial

☐

Both

IMPORTANT: PLEASE READ BELOW

Attach a signed statement giving your justifications for requesting an exception to the posted University of New Orleans enrollment deadlines. The undersigned understands that appeals are only considered for **documented extenuating circumstances**, and that the burden of proof falls upon the student. Also note, action taken as a result of this appeal could affect your financial aid.

Signature of Student

Date

Reason for Appeal (check one)

☐

Severe illness or injury

Medical documentation from treating practitioner / hospital for student or family member required showing that the illness or injury will/did render the student unable to complete course(s).

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Death of an immediate family member

Death certificate / obituary stating relationship

☐

Missed credit hour adjustment during enrollment

Professor must provide a written verification stating the student's work reflects the hours being requested

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Change from credit to audit or vice versa (Course _____ Section _____)

Provide documentation showing effort was made prior to the adjustment deadline

☐

Scholastically dropped

Provide explanation of what affected your educational efforts and your plans for future terms

☐

Other extenuating circumstances

Provide short description in the space below

Requesting to (check one)

***List additional courses at top of justification statement**

☐

Add: Course _____ Section _____ Only adding credits for this class? List correct hours here. ____

☐

Swap: Course _____ Section _____ to Course _____ Section _____

☐

Drop: Course _____ Section _____

☐

Resign: Resignation date _____ (can be no earlier than last documented date of attendance)

For College Use Only

Date Received _____ Approve ____ Deny ____ Dean's Signature _____ Decision Date _____

For Registrar's Office Use Only

Committee Decision? Approve ____ Deny ____ N/A ____ Academic Affairs Signature _____ Date _____

Retroactive R2T4? Yes ____ No ____ Approved by Financial Aid? Yes ____ No ____ N/A ____ If yes, date effective _____

Date Processed _____ Processed by _____

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