

## DUAL ENROLLMENT STUDENT APPEAL FORM

Students wishing to request a late drop from a class and/or a fee refund must submit an appeal demonstrating that extenuating circumstances beyond the student's control were in effect during the term in question. Students wishing to drop or withdraw from one or more dual enrollment courses may still be obligated to pay the dual enrollment fee as previously acknowledged when the student and parent/guardian completed the application.

- Provide a written statement to support your request in the space provided (page 2)
- If you are appealing for medical reasons, you must attach documentation such as a doctor's note.
- Submit completed form and attachments to: Office of General Education and Dual Enrollment Eppley Administration Building 108
   6101 University Drive North Omaha, NE 68182-0796
   unodualenroll@unomaha.edu
   FAX: 402.554.3837

The Student Appeals Committee for dual enrollment courses will meet, at minimum, once per quarter to review appeals, though more frequent meetings may occur as necessary during the academic year. You will be notified in writing of the committee's decision within seven business days of the meeting. If you have any questions about the process or this Student Appeal Form, please call the Office of General Education and Dual Enrollment at 402.554.3832.

Name:	NU ID	NU ID:	
Email:	Phone:	Phone:	
Address			
	Choose ONE o	f the three options be	low
UNO Course (Include all courses for which appeal is being made)	Request a Withdraw (Receive a "W" grade on transcript – no money refunded)	Request a late drop (Remove from transcript)	Other (Need explanation)

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I hereby certify the information provided is correct and true to the best of my knowledge.

Student	Signature:		

Date:

Detailed Reason for this rea	quest (attach page	es if needed):		
For office use only:				
Dete Deseived				
Date Received:				
Previous Appeal?				
Approved  Denied	□ Fee Refun	nd 🗆 Yes 🛛	No	
Comments:				
	· · · · · · · · · · · · · · · · · · ·			
				Γ
Student Notified of	Email 🗆	Mail	Date:	Initials:
Committee's decision	ate based on race, color, eth	nicity, national origin, sex	, pregnancy, sexual orientation, go	nder identity, religion, disability, age, genetic information

veteran status, marital status, and/or political affiliation in its programs, activities, or employment. UNO is an AA/EEO/ADA institution. For questions, accommodations, or assistance please call/contact the Title IX/ADA/504 Coordinator (phone: 402.554.3490 or TTY 402.554.2978 or the Accessibility Services Center (phone: 402.554.2872). UCTEMP0718

