

## Academic Appeal Guidelines Suspensions and Course Retakes

### THERE ARE 2 STEPS TO THE ACADEMIC APPEAL PROCESS:

1. Academic Success Plan
  2. Appeal Letter (suspension and/or 3x retake)
1. Create your Academic Success Plan
    - a. Meet/call Danielle McClure (419-998-3157) **or** Tracey Harris (419-998-8823) located in the 13,000 Commons Building-Student Success Department.
  2. Prepare an Appeal Letter
    - a. Subject: "Academic Appeal Letter" addressed to the Academic Qualifications Committee.

**\*\*Your appeal will NOT be sent for review until both steps are completed (Success Plan & Letter). An appeal letter for suspension or third-time course retake should be written at a college level.** It is important that you understand the serious nature of your appeal. Poor academic performance after returning from suspension or failing any course three times may lead to permanent dismissal from the University.

### APPEAL LETTER

#### SHOULD INCLUDE THE FOLLOWING ELEMENTS AND EXPLANATIONS:

- Include a subject line in your letter to distinguish it from Financial Aid appeal letters.  
"Subject: Academic Appeal Letter"
- The low grades that contributed to your suspension and/or the course(s) that you have failed two times.
- Specifically state the name of the course in your appeal letter if you are appealing to retake one or more courses for the third time (Ex: UN110-First Year Experience, PY177-Intro to Psychology, etc.).
- Events in your life that contributed to the grades.
- Adjustments you will make if you are permitted to return and/or retake the course for a third time.
- Details on how you will adjust your priorities, including specific steps you will take that will improve your academic success, if your appeal is approved.
- Why you want to attend the University.

#### ACTIONS YOU PLAN ON TAKING TO IMPROVE YOUR ACADEMIC PERFORMANCE MAY INCLUDE:

- Retaking courses with F's to improve your cumulative GPA
- Using the resources in the Student Success Department
- Reducing work hours
- Changing to a later time preference if morning classes cause tardiness (College of Applied Technologies)
- Creating a proper environment for studying at home or in the dorm/apartment
- Other reasonable actions that will increase your focus on academic performance

Please have your appeal submitted **no later than two weeks before the start of the term** for which you are appealing. Appeals submitted too late will require the student to wait until the next term to be scheduled.

\*\*Please remember that your appeal letter will play a significant role in the Academic Qualification Committee's decision-making process. Do your best to communicate your information in an appropriate, grammatically correct format. If you would like assistance preparing this letter, you may contact your Success Coach or Danielle McClure in the Student Success Department.

**SUBMIT THE LETTER TO:** Mr. Loren Korzan, Director of Advising by emailing it to [advisor@unoh.edu](mailto:advisor@unoh.edu) or by delivering it to the Advising Office in the 200 Building. It will then be evaluated by the Academic Qualifications Committee. Once a decision is made, you will receive a letter with the decision and, if approved, the requirements and conditions of the approval.