

Academic Appeal Guidelines
For Suspensions and Course Retakes

THERE ARE 2 STEPS IN THE ACADEMIC APPEAL PROCESS:

1. Academic Success Plan
 2. Appeal Letter
 - a. If emailing the appeal letter, send the actual Word document as an attached file.
 - b. Do not send it as a shared document because it usually can't be opened and it will delay your appeal.
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1. Step 1 > Create your Academic Success Plan
 - a. Students in the Lima area can meet with Danielle McClure or James Young-Nastally in the Student Success Center located in the 13000 Student Commons Building
 - b. Call Danielle McClure at 419 998 3157.
 - c. Email StudentSuccess@unoh.edu and request to make a success plan in the subject line.
 2. Step 2 > Prepare the Appeal Letter
 - a. Subject: "Academic Appeal Letter" addressed to the Academic Qualifications Committee.
 - b. See the delivery instructions at the bottom of this document.

Your appeal cannot be reviewed 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 and have proper grammar and spelling. 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:

- 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.
- An explanation of your educational goals at UNOH and how you are prepared to attain them.

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

Have your appeal submitted **no later than two weeks before the start of the term** for which you are appealing. Appeals submitted too late may require the student to wait until the next term to be scheduled, if approved.

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 or by delivering it to the Advising Resource Center in Room 13111 in the 13000 Building. Once a decision is made, you will receive an email message with a copy of the letter with the requirements and conditions of the approval or if it is denied. Watch your UNOH email for updates as well.