

UNIVERSITY OF NEBRASKA - LINCOLN

GRADE OPTION APPEALS FORM

Semester: _____ Date: _____

Name: _____ Student ID#: _____

Address: _____

Phone: _____ Email: _____

Appeals to change the grade option in a course after the deadline may be granted for one of the reasons below:

- 1) You have taken the course as P/NP but discover that a letter grade is needed for major requirements, to maintain a scholarship or for admittance into professional school.
- 2) You have a documented medical situation. A statement from a physician who treated you must be included.
- 3) You were taking the course for D/F removal or were on academic probation.

Appeals will *not* be granted for the following reasons:

- 1) Graded material was returned after the deadline.
- 2) You did not understand the instructors grading procedures in the course.
- 3) You performed or are performing either better or worse than expected in the course and want to change your grade option.

To submit an appeal, attach the following to this appeal form and return to your college appeals officer.

- 1) Your statement describing the reason(s) for your appeal.
- 2) Your course instructors statement of their position on the issue. A change of grade form must be attached when appropriate.
- 3) A statement from your official academic advisor.
- 4) A letter from the office of scholarships and financial aid if the basis of your appeal is to switch to the letter grade option to maintain your scholarship.
- 5) Supporting letter from a medical doctor or other documentation of medical treatment when appropriate.

Your college's appeals committee will decide on your appeal and inform you of their decision.

DATE: _____

GRANT DENY

College Representative, Grading & Examinations Committee