

### Student Information

Full Name \_\_\_\_\_ T# \_\_\_\_\_

Current Term:  Fall & Year \_\_\_\_\_  Spring & Year \_\_\_\_\_ Division:  AS  CN  DD

### Preliminary Questions

When do you plan to graduate?  Spring & Year \_\_\_\_\_  December & Year \_\_\_\_\_  January & Year \_\_\_\_\_  
*Dropping or withdrawing from a course may affect your graduation status.*

Are you an international student?  Yes\*  No  
*\*If yes, and your request is to drop below 12 total credit hours, please contact the Director of the International Student Resource Center.*

Signature of International Student Resources Director \_\_\_\_\_ Date \_\_\_\_\_

Are you a student athlete?  Yes\*  No  
*\*If yes, and you are appealing to drop or withdraw please understand that if your appeal is approved, your athletic eligibility may be at risk. Contact the Assistant Director of Athletics for Compliance for information before proceeding.*

Do you receive financial aid or scholarships?  Yes\*  No  
*\*If yes, it is your responsibility to contact financial aid prior to submitting this form for advice on how your appeal request, if approved, may impact your finances.*

### Which Course(s) and Which Academic Deadline(s) are You Appealing?

CRN \_\_\_\_\_ and subject \_\_\_\_\_ and number \_\_\_\_\_ and title \_\_\_\_\_

Add\*  Drop  Withdraw ("W" grade)  P/NP

*\*requires providing proof of instructor agreement along with submission of completed appeal*

CRN \_\_\_\_\_ and subject \_\_\_\_\_ and number \_\_\_\_\_ and title \_\_\_\_\_

Add\*  Drop  Withdraw ("W" grade)  P/NP

*\*requires providing proof of instructor agreement along with submission of completed appeal*

CRN \_\_\_\_\_ and subject \_\_\_\_\_ and number \_\_\_\_\_ and title \_\_\_\_\_

Add\*  Drop  Withdraw ("W" grade)  P/NP

*\*requires providing proof of instructor agreement along with submission of completed appeal*

### Type of Appeal

**Medical** Select if you are appealing an academic deadline due to medical circumstances beyond your control such as a serious illness or injury. This includes physical and mental health circumstances. Credible documentation may be required.

**Compassionate** Select if you are appealing an academic deadline due to personal reasons beyond your control such as caring for an ill family member, unexpected travel, etc. Credible documentation may be required.

**General** Select if you are appealing an academic deadline due to an extraordinary circumstance beyond your control such as a misunderstanding of academic policy. Credible documentation may be required.

### Next Steps

**Step 1: Read the policies and guidelines on the reverse side of this form**

**Step 2: Meet with an assistant dean for student support** All students are required to meet with an assistant dean for student support in the Academic Advising Resource Center (AARC). Call 440-775-8540 or visit <https://www.oberlin.edu/aarc> to schedule an appointment. This form must be completed prior to your scheduled visit. During your visit, an assistant dean will provide you with guidance in submitting your appeal and recommend supporting documentation. The assistant dean will provide signature confirmation of meeting with you at conclusion of the meeting.

Signature of Assistant Dean for Student Support \_\_\_\_\_ Date \_\_\_\_\_

**Step 3: Complete a student narrative and collect supporting documents or letters** All students are required to submit a narrative. The narrative provides an opportunity to communicate to the appeals committee the nature of the appeal. The narrative must be legible and includes specifics of the appeal request. Further information will be provided in your meeting with an assistant dean for student support.

**Step 4: Student signature** I have read and understand the reverse side of this form, academic deadline appeals policies and guidelines. I understand that submission of the academic deadline appeal form does not guarantee approval. I affirm the information in this appeal to be accurate and factual.

Student Signature *Submission of this form from your Oberlin email address satisfies collection of your signature.* \_\_\_\_\_ Date \_\_\_\_\_

**Step 5: Submit your appeal, narrative, and supporting documents or letters** You must submit this completed form, student narrative and supporting documents to [registrar@oberlin.edu](mailto:registrar@oberlin.edu). If requested, an assistant dean can review your materials prior to submitting. The appeal decision will be communicated to your Oberlin email address.

**Policies and Guidelines**

1. If an exception to a deadline published in the academic calendar is necessary due to circumstances beyond the student's control, this form may be used to appeal. Deadlines for registration-related activities are established by the college in accordance with faculty-approved academic policy; deadlines for all course adjustments are publicized well in advance in the academic calendar available online in the events calendar and at the Registrar's web site: <https://www.oberlin.edu/registrar/resources/academic-calendar>.
2. The appeal form and all of its components must be submitted by the deadline noted on the due dates link on the Downloadable Forms webpage: <https://www.oberlin.edu/registrar/policies-procedures-forms/downloadable-forms>. The student must obtain all required signatures and necessary approvals associated with their appeal at the time of appeal submission.
3. If the student wishes to drop a course (or reduce credits for a course) and that drop would result in the student's registration of less than the required minimum of 14 credits/3 academic and one-half course in the Arts and Sciences, 16 credits in the Conservatory or Double Degree program, the appeal will not be considered.
4. If the student wishes to withdraw from a course and that would result in the completion of less than the required minimum of 14 credits/3 academic and one-half course in the Arts and Sciences, 16 credits in the Conservatory or Double Degree program, the Registrar's Office will refer the student to the appropriate office for a consultation before granting the appeal (Arts and Sciences students: Academic Advising Resource Center; Conservatory students: Conservatory Associate Deans Office; Double Degree: either office).
5. Requests to add a course requires providing proof of instructor agreement along with submission of completed appeal.
6. No appeal will be accepted if the faculty member has already submitted a final grade for the student or if classes have ended for the semester.
7. Certain changes cannot be appealed after the deadline noted on the academic calendar. Specifically, the option to change back to letter grades will not be accepted.