Improper Withdrawal/Appeal

Improper Withdrawal Appeals are available if there are extenuating circumstances beyond your control that prevented you from dropping/withdrawing before the deadlines had passed. You may appeal to drop a course or courses, withdraw from a semester, request a refund or change grades to Audits. IW Appeals are considered by the Appeals Board whose decisions are final. The Appeals Board meets periodically throughout the semester.

Procedure- *Appeals lacking all three components will not be accepted*

1. APPEAL FORM (this form): Review this form thoroughly. Fully complete the Requested Action and course information portion.
2. SIGNED LETTER OF INTENT: This is your written statement to the Appeals Board; it is your opportunity to make your case; be detailed and specific. Please note that if there are not extenuating circumstances beyond your control, the Board will not consider your appeal.
3. THIRD PARTY SUPPORTING DOCUMENTATION: Your appeal will not be considered by the Board if you do not provide sufficient substantiating documentation. This documentation must be official and provided by a third party.

Next Steps

1. You will receive notification to your preferred email address. Please make sure that your preferred address is up to date to avoid any delays in communication.
2. A withdrawal with no refund approved by the Board is forwarded for final academic approval to the instructor, chair and dean for each course or the dean of the student's major program. All other decisions will be processed within 10 business days in MyNevada.
3. Decisions of the Appeals Board and the resulting outcome are final. There are no further appeals for the improper withdrawal process.

Contact Information

Patti Hachten, Appeals Coordinator
Office of Admissions and Records, (Fitzgerald Student Services Building, 2nd Floor)
Phone: (775) 682-5906
Email: phachten@unr.edu or mynevada@unr.edu

Email complete appeals to:

Nevada Box:
Imprope.66qvqy4gg8qvg0un@u.box.com
*Note that sending attachments through email is not secure. Redact personal identification
(Date of Birth, Social Security NumPe9D10 I S Q q 1 r09D10 I ecurity NumPe9D10 9D10 9(dean)Tjd4.196 0 TdMp3b

Office of Admissions and Records
Improper Withdrawal/Appeal

I hereby authorize UNR Office of Admissions and Records to release my confidential information, resulting from contact with the staff of Admissions and Records.

I understand that in considering my appeal, Appeals Board members will review my entire submission, including sensitive information. Board members will honor my privacy and will not release confidential information from my appeal.

I understand that I am under no obligation to disclose the requested information and am releasing the information voluntarily. I may revoke this consent at any time by informing Admissions and Records in writing of my intent. This authorization is in effect until the end of the academic year during which it is issued or I request in writing that it be rescinded, whichever comes first.

In consideration of this consent, I hereby release the above parties from any and all liability. I also acknowledge by signing this form that I may be required to repay some or all of the Financial Aid received for the term(s) in question if the appeal is approved.

☐ I am an international student and have consulted OISS.

☐ I am an athlete and have consulted with my athletic advisor.

☐ I am an graduate student and have consulted with my graduate advisor and Graduate School.

By signing below I certify that the information in this appeal is true, accurate and complete.

Name _____   NSHE ID _____

Signature _____   Date _____

Requested Action:

☐ Total Withdrawal from Classes   ☐ 100% Refund

    If the appeal is approved and you need to go on leave
    please submit the leave of absence form and notify the
    Appeals Coordinator.

☐ Partial Withdrawal from Classes   ☐ 50% Refund (only granted for withdrawal from all courses in the semester)

☐ Change to Audit

Semester/Year	Requested Courses	Last Day of Attendance

For Office Use Only   ☐ Approved   Date _____
                       ☐ Denied

University of Nevada, Reno