

**Undergraduate Course Appeal Process**

The course appeal process is handled in the following manner:

1. The student communicates with an advisor to consider potential scheduling options.

2. If the student has academic evidence he/she believes would support taking a course without first fulfilling the prerequisite or has another course exception, the student completes the course appeal form and provides it to the Chair of the Special Education and Communication Disorders (SECD) outlining how the academic evidence supports the student’s request. Documents relevant to the concern may be attached. The student then submits the request to the Chair of SECD.

3. Once the student's letter of appeal is received, a curriculum committee comprised of program faculty for the identified course(s) will be informed of the course appeal. The curriculum committee makes its recommendation to the SECD Chair and the student is informed of the Chair's decision.



Undergraduate Course Appeal

Please submit this form and any additional documentation to:

Chairperson: Dr. Leader Janssen

Email: eleaderjanssen@unomaha.edu

Special Education and Communication Disorders (Roskens 512)

Name:

Email:

NU ID:

Course Number and Name:

Semester and year for the course request:

Please outline the academic evidence (i.e., plan of study, transcript, other documentation) and how it supports your request to take the course concurrently with the prerequisite or other course exception being requested. Be sure to include enough detail so the committee can clearly see how the academic evidence connects to the courses.