

College of  
**DESIGN**  
**ARCHITECTURE**  
**ART**  
**PLANNING**

Student Name \_\_\_\_\_ UCID \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Address where notification should be sent \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete application  
 and return to:

Office of Student Affairs  
 University of Cincinnati  
 PO Box 210016  
 Cincinnati OH 45221-0016

daap-admissions@uc.edu  
 513-556-1376

**TYPE OF APPEAL**

**LATE ADD (MUST BE ACCOMPANIED BY SIGNED ADD/DROP SLIP)**

Course Number \_\_\_\_\_ Credit Hours \_\_\_\_\_ Level—Undergrad / Grad \_\_\_\_\_  
 Academic Year \_\_\_\_\_  Fall  Spring  Summer

**LATE WITHDRAW (MUST BE ACCOMPANIED BY SIGNED ADD/DROP SLIP)**

Course Number \_\_\_\_\_ Credit Hours \_\_\_\_\_ Level—Undergrad / Grad \_\_\_\_\_  
 Academic Year \_\_\_\_\_  Fall  Spring  Summer

**CHANGE OF GRADE (DAAP ADMINISTRATION WILL FOLLOW UP WITH FACULTY MEMBER FOR CHANGE OF GRADE FORM IF APPROVED)**

1–4 years old  Change of grade to “w”

Course Number \_\_\_\_\_ Credit Hours \_\_\_\_\_ Level—Undergrad / Grad \_\_\_\_\_  
 Academic Year \_\_\_\_\_  Fall  Spring  Summer  
 Grade is recorded as \_\_\_\_\_ Correct Grade \_\_\_\_\_

**REASON**, as provided by the faculty member supporting petition (continue on back)

\_\_\_\_\_  
 \_\_\_\_\_  
 Faculty member supporting petition signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**ACTION TAKEN**  Approved  Denied **ACTING BODY**  DAAP Student Affairs  Committee \_\_\_\_\_  
 Date \_\_\_\_\_