

## Procedure for Admission Appeal (Undergraduate) on the Basis of Disability

The University of Nebraska – Lincoln is committed to providing reasonable accommodations to qualified individuals with disabilities. Students with disabilities are considered for admission on the same basis as all other applicants and must meet the same academic standards.

If an applicant's admission has been deferred and the applicant believes that his/her academic record does not accurately reflect his/her ability to do college work because of a disability, the deferral may be appealed on the basis of disability.

The following is the process for this appeal:

1. The applicant must send a detailed letter or email to the Director of Admissions ([admissions.unl.edu](mailto:admissions.unl.edu)) **and** the Interim Director of Services for Students with Disabilities ([barbara.woodhead@unl.edu](mailto:barbara.woodhead@unl.edu)) appealing the admission decision on the basis of a disability.

The following information must be included in the letter or email:

- the reason(s) that the applicant was not admitted to UNL.
  - why the applicant believes that his/her academic record does not accurately reflect his/her ability to do college work.
  - a list of accommodations or support services that the applicant was provided in high school or other educational environments.
  - if accommodations (e.g. extended time) were used in taking the ACT or SAT exam.
  - why the applicant believes that he/she can be successful at the University of Nebraska-Lincoln.
  - the applicant's educational plans for a major and what his/her vocational plans are after college.
2. The applicant must send documentation of his/her disability from a qualified physician, psychiatrist or psychologist. This documentation must include the diagnosis and the treatment being provided, if applicable. This documentation should be mailed to:  
Barbara Woodhead, Interim Director  
Services for Students with Disabilities  
117 Louise Pound Hall  
Lincoln, NE 68588-0355
  3. The applicant can send any other information that he/she believes would be important in the decision-making process.
  4. After the information is received, the ADA/504 Compliance Officer and the Director of Services for Students with Disabilities will make a recommendation to the Director of Admissions. The appeal process may take up to four weeks to complete after materials are received. The applicant will be notified of the decision by the Director of Admissions.