



**Academic Appeal and Financial Aid Appeal Form**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\*UNCG email must be used for currently enrolled students; personal emails can only be used for students not currently enrolled\*

Mailing Address: \_\_\_\_\_

**I am submitting an appeal for the following reasons (check all that apply):**

- A. \_\_\_\_\_ Continue while on Academic Suspension or Academic Dismissal for the upcoming semester [**Academic Appeal**]
- B. \_\_\_\_\_ Return from Academic Dismissal [**Academic Appeal**]
- C. \_\_\_\_\_ Reinstatement of Financial Aid [**Financial Aid Appeal**]

*\*Please note that students who have sat out for at least one semester on Academic Suspension are not required to submit an academic appeal.*

**Last term attended (circle only one):**                      Fall      Spring      Summer      Year: \_\_\_\_\_

**Semester you wish to return (circle only one):**      Fall      Spring      Summer\*      Year: \_\_\_\_\_

*\*Students may not submit an Academic Appeal for any Summer term, but may submit a Financial Aid Appeal for a Summer term.*

If you checked C only, submit appeal to the Financial Aid Office. If you selected any other options submit appeal to the Students First Office.

**General Appeal Instructions:**

In addition to the Academic Appeal and Financial Aid Appeal Form, students must submit **ALL** of the following documents:

1. **LETTER OF EXPLANATION:** Type a clear and concise letter describing the extenuating circumstances that were detrimental to your academic performance during the last term that you were enrolled. Explain how your academic performance was affected by the extenuating circumstances. Clarify in your appeal how these events/circumstances have now been resolved or are being managed.
2. **OFFICIAL DOCUMENTATION:** Include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. For examples of suggested documentation, view the additional information provided on the back of this form.
3. **ACADEMIC SUCCESS PLAN:** Submit an Academic Success Plan describing the on and/or off-campus resources you will utilize in the upcoming term to ensure your ability to achieve satisfactory academic performance. For more information on creating your Academic Success Plan, view additional information available here: <http://fia.uncg.edu/forms/2016-17/16SAPSuccessPlanInformationSheet.pdf>
4. **GRADUATION PLAN/PLAN OF STUDY:** If you are a junior or senior (having earned 60 or more semester hours), submit a Graduation Plan that includes a semester-by-semester outline of all the courses you still need to complete for graduation and which semester each course will be taken. The graduation plan must be approved and signed by an academic advisor, an advising center, or the Students First Office. For more information on creating a Graduation Plan, view additional information available here: <https://studentsfirst.uncg.edu/wp-content/uploads/2017/06/GradPlan.pdf>. Graduate students must submit a copy of the Graduate Plan of Study approved and signed by the Graduate School or Academic Department for review.

**Documentation is required for all appeals:**

All submitted documentation must specifically address the issues described in your letter of explanation. For your reference, examples of suggested documentation are provided on the back of this form. *NOTE: If you are submitting a Return from Academic Dismissal Appeal and enrolled at another college/university while you were away, you must submit 1 copy of an "unofficial" transcript from each institution you attended.* **Please list all documentation included in your appeal and any documentation being submitting directly by a third party:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By signing this form I certify that all information and documentation is authentic, accurate and considered complete and will be reviewed as such. When requesting both an Academic Appeal and a Financial Aid Appeal, I understand that decisions for each appeal request are independently made by two separate review committees and that approval of an Academic Appeal does not guarantee approval of a Financial Aid Appeal. Additionally, I understand that each committee reserves the right to request additional documentation before rendering a final decision and that a Financial Aid Appeal will not be reviewed until an Academic Appeal is approved.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Examples of Appropriate Cause and Suggested Documentation:**

Academic Appeals and Financial Aid Appeals submitted for review must include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. Extenuating circumstances and the suggested documentation that may merit an approved appeal include, but are not limited to the following:

<b>EXTENUATING CIRCUMSTANCE</b>	<b>SUGGESTED DOCUMENTATION</b>
Medical/Psychological circumstances	<ul style="list-style-type: none"><li>• Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University</li></ul>
Personal/Family Emergency	<ul style="list-style-type: none"><li>• Medical documentation or statement from physician on letterhead including dates of service</li><li>• Notarized statement from parent or family member</li></ul>
Death of a Family Member	<ul style="list-style-type: none"><li>• Copy of an obituary, funeral program, or certified death certificate</li><li>• Statement of the relationship between the student and the deceased to accompany the obituary or funeral program</li></ul>
Domestic Violence/Sexual Assault	<ul style="list-style-type: none"><li>• Copy of police report or court/legal documents</li><li>• Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University</li></ul>
Serious Car Accident	<ul style="list-style-type: none"><li>• Copy of police report</li><li>• Medical documentation or statement from physician on letterhead including dates of service</li><li>• Documentation from repair company indicating seriousness of accident</li></ul>
Changes in Employment/ Unexpected Financial Difficulty	<ul style="list-style-type: none"><li>• Statement from Employer indicating employment change/termination</li><li>• Financial/Bank statements</li></ul>
Military Service/Deployment	<ul style="list-style-type: none"><li>• Military orders showing dates of deployment, training, or service</li></ul>
Reinstatement/Made Up Deficient Hours**	<ul style="list-style-type: none"><li>• Official academic transcript review and posting of transfer hours by the UNCG University Registrar's Office (if hours were completed at another institution)</li></ul>
Unusual Enrollment History**	<ul style="list-style-type: none"><li>• Documentation of personal reasons (such as illness or family emergency – see suggestions above)</li><li>• Documentation of academic reasons which may explain the failure to earn academic credit</li></ul>

\*\* Denotes extenuating circumstances only considered appropriate for a Financial Aid Appeal

### **Additional Information Regarding Financial Aid and Financial Aid Appeals:**

Students who have failed to meet the standards of the Satisfactory Academic Progress (SAP) policy will be notified via their UNCG email by the Financial Aid Office. Upon notification, students may re-establish their financial aid eligibility at UNCG in one of the following ways:

1. A student can submit a Financial Aid Appeal with documentation of extenuating circumstances if a student experienced extenuating circumstances beyond his or her control that were detrimental to academic performance and the student's ability to comply with the standards of the SAP policy, and those circumstances are now resolved or are being managed.
2. A student can submit a Financial Aid Appeal with documentation that they earned the number of credit hours for which they are deficient and/or documentation that they have improved their GPA without financial aid. AP credits and CLEP courses **do not count** as hours towards making up credit hour deficiencies. **These hours may be earned at UNCG or they may be earned at another institution and transferred to UNCG for any term after the deficiency occurs.** Students should get prior approval from the University Registrar's Office to ensure that courses taken at another institution will be accepted at UNCG.

Students will be notified of the decision regarding their Financial Aid Appeal via their UNCG email account and UNCGenie. Appeals will not be reviewed after the last day of schedule adjustment unless the student is currently enrolled.

**Students should be prepared to pay all charges owed to the University** until a decision is made on the Financial Aid Appeal and financial aid may be awarded. If your Financial Aid Appeal is approved, you are not guaranteed replacement of any previously awarded financial aid package.

### **Additional Information Regarding Academic Suspension/Dismissal and Academic Appeals:**

If an Academic Appeal is not approved, students who have been placed on Academic Suspension are required to sit out for one semester (not including summer sessions) before returning to UNCG. In order to return to the university following Academic Suspension, students must complete the Former Student Application via the Admissions Website.

If an Academic Appeal is not approved, students who have been placed on Academic Dismissal are required to sit out for one year. Students wishing to return after Academic Dismissal must submit a Return from Dismissal Appeal to return to UNCG and complete the Former Student Application via the Admissions Website. Students will not be permitted to submit an Academic Appeal for summer sessions.

Students will be notified of the decision regarding their Academic Appeal via their UNCG email account. Appeals must be submitted by the deadline dates posted at <https://studentsfirst.uncg.edu/academic-appeals/academic-suspension-dismissal-appeals/>. All deadlines and decisions are **FINAL**.

Prior to submitting your Academic Appeal and/or Financial Aid Appeal, you are strongly encouraged to schedule an appointment with the *Students First Office* for a preliminary review of all materials related to your request. Appointments may be scheduled via email ([students@uncg.edu](mailto:students@uncg.edu)) or phone (336.334.5730). Please note that a preliminary review does not guarantee committee approval of any appeal.