Financial Aid Office
159 Mossman Building
Greensboro, NC 27402-6170
F: 336-334-3010 P: 336.334.5702
finaid@uncg.edu

Students First Office
101 Forney Building
Greensboro, NC 27402-6170
P: 336.334.5730
students@uncg.edu

Academic Appeal and Financial Aid Appeal Form

Please use Google Chrome or Adobe Acrobat Reader when electronically completing this 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

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.*

General Appeal Instructions:

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

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. **Please note that once submitted, SFO only maintains electronic records. All hard copy documents will be destroyed.**
3. **TRANSCRIPTS**: 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 official transcript from each institution you attended.
4. **ACADEMIC SUCCESS PLAN**: Submit an Academic Success Plan. The template found on page 5 of this document will allow you to reflect on past challenges, brainstorm strategies to overcome those challenges, identify resources on and off campus to support you and enhance your academic success, and develop goals related to your academic success for the upcoming semester.
5. **GRADUATION PLAN/PLAN OF STUDY:** Juniors and seniors who have earned 60 or more semester hours (including any transfer credit earned at another institution) AND students submiting a Return from Dismissal Appeal (regardless of number of earned hours) must 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 our **Grad Plan 101 Guide** *Graduate students must submit a copy of the Graduate Plan of Study approved and signed by the Graduate School or Academic Department for review.* *****SFO will not accept unsigned graduation plans that have not been submitted for advisor review on the appeal deadline day.***

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 _____

APPEALS CHECKLIST

Below you will find a checklist and additional information to help you develop the strongest appeal possible for consideration by the Academic Appeals Committee and (if applicable) the Financial Aid Office.

☐ **Detailed explanation of how circumstances impacted academic success**

Did you explain your appropriate cause or extenuating circumstances? This is required before any request can be considered for approval. The term "appropriate cause" means events or circumstances beyond your control that have substantially interfered with your ability to succeed in during the semester. 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.

***An appropriate cause can be**:*

- Medical/Psychological circumstances
- Personal/Family Emergency
- Unexpected Death of a Family Member
- Domestic Violence/Sexual Assault
- Serious Car Accident
- Changes in Employment
- Unexpected Financial Difficulty
- Military Service/Deployment

☐ **Documentation of extenuating circumstances**

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: Examples of possible documentation are outlined in the table below. If you are unsure about what documentation to include, contact the Students First Office for assistance.

*** For documentation from The Student Health Center or Counseling and Psychological Services, you may access your "walk-out" statements via your patient portal.**
For steps on how to access your documents in the patient portal visit this link HERE.

EXTENUATING CIRCUMSTANCE	SUGGESTED DOCUMENTATION
Medical/Psychological circumstances	• 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
Personal/Family Emergency	• Medical documentation or statement from physician on letterhead including dates of service • Notarized statement from parent or family member
Death of a Family Member	• Copy of an obituary, funeral program, or certified death certificate • Statement of the relationship between the student and the deceased to accompany the obituary or funeral program
***Domestic Violence /Sexual Assault	• Copy of police report or court/legal documents • 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 *** *Academic Appeals disclosing incidents of sexual assault, domestic violence, dating violence, stalking, or sexual- or gender- based harassment must be reported to our Title IX Coordinator. The Title IX Coordinator will reach out to offer support, resources, and/or an investigation. Know, however, you are in control over what other information, if any, you decide to share with them. If you wish to discuss reporting options confidentially before, while completing, or after you submit this form, the Campus Violence Response Center (CVRC) is available to support you. The CVRC is located on the ground floor of the Gove Student Health Center and can be contacted by phone at **336-334-9839.***
Serious Car Accident	• Copy of police report • Medical documentation or statement from physician on letterhead including dates of service • Documentation from repair company indicating seriousness of accident
Changes in Employment/ Unexpected Financial Difficulty	• Statement from Employer indicating employment change/termination • Financial/Bank statements
Military Service/Deployment	• Military orders showing dates of deployment, training, or service
Reinstatement/Made Up Deficient Hours**	• Official academic transcript review and posting of transfer hours by the UNCG University Registrar's Office (if hours were completed at another institution)
Unusual Enrollment History**	• Documentation of personal reasons (such as illness or family emergency – see suggestions above) • Documentation of academic reasons which may explain the failure to earn academic credit

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

Academic Success Plan

Create an Academic Success Plan to outline how you will utilize on- and off- campus resources during your next semester to ensure your academic success if your appeal is approved. The Academic Success Plan can be found on page 5 of this document.

Graduation Plan/Plan of Study

Students who have earned 60 or more semester hours (including any transfer credit earned at another institution), are required the submit a semester-by-semester Graduation Plan. You can find the Graduation Plan template here: https://go.uncg.edu/gradplan-template. The graduation plan must be approved and signed by an academic advisor, an advising center, or the Students First Office. ***PLEASE NOTE: SFO will not accept unsigned graduation plans that have not been submitted for advisor review on the appeal deadline day.***

Preliminary review by an advisor in the Students First Office

Have you scheduled an appointment to review your appeal materials with an SFO staff member? Although this is not required, you are strongly encouraged to schedule a preliminary review of your request once you have gathered all the necessary materials. Appointments may be scheduled by calling 336-334-5730 or emailing students@uncg.edu.

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.

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://go.uncg.edu/academic-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) or phone (**336.334.5730**). Please note that a preliminary review does not guarantee committee approval of any appeal.

Financial Aid Office
159 Mossman Building Greensboro, NC 27402-6170
F: 336-334-3010 P: 336.334.5702
finaid@uncg.edu

Students First Office
101 Forney Building Greensboro, NC 27402-6170
P: 336.334.5730
students@uncg.edu

Academic Appeal and Financial Aid Appeal - Student Success Plan

Please use Google Chrome or Adobe Acrobat Reader when electronically completing this form

Name: _____ Student ID#: _____

Your Academic Success Plan will help you:

- Reflect on past challenges and brainstorm strategies to overcome/resolve them
- Identify study strategies and academic supports/campus resources to enhance academic success
- Develop concrete goals related to your academic success at UNCG in the upcoming semester

Challenges in Previous Semesters

Think about some of the challenges, barriers, or obstacles that you faced in past semesters and generate ideas about how to manage or resolve those challenges so that they don't continue to hinder your academic success in the upcoming term.

Challenge	Specific skills/strategies I will use to be successful in the future

My Study Habits

In past semesters, I generally have studied _____ hours per day and have scheduled time to study _____ time(s) per week.

In the upcoming semester, I plan to study _____ hours per day and _____ times per week.

I find the following strategies most effective when studying:

Work/School Balance

Do you plan on working while being enrolled? Yes ☐ No ☐ I plan to work _____ hours per week.

My occupation is _____, and my place of employment is _____

In the box below please elaborate on your plan to successfully balance work and school.

My UNCG Support Network

It is important to surround yourself with supportive resources who can encourage your success. Use the space below to list members of your current support network. (**TIP**: Focus less on friends and family members, and more on UNCG resources, faculty or staff, or professionals off-campus who will contribute to your academic success in the upcoming term/academic year.)

UNCG Resource, Faculty/Staff Member, or Personal Support	This person or resource will be able to support me in my efforts toward academic success by…

Mapping Goals for My Academic Success

Understanding how to calculate your GPA is extremely important when setting academic goals. To learn how to calculate your GPA, visit this link: https://studentsfirst.uncg.edu/gpa-calculator/

According to UNCG's Academic Standing Policy I need a _____ cumulative GPA and need to earn _____ % of my hours to maintain good academic and financial aid standing.

My major is: _____ The GPA required for my major is: _____ ☐ in my major ☐ cumulative

My current GPA is: _____ which includes _____ GPA hours. My current academic standing is: _____

As a student, it is important for you to think intentionally about the challenges you may experience in the coursework you plan to take next semester, and the strategies you will use to ensure you are academically successful. Brainstorm the steps you will need to take, as they relate to the courses you are registered for in the upcoming semester, to earn the goal grade you have set for yourself.

Upcoming Classes	Anticipated Challenges	Success Strategies	Realistic Goal Grade

Based on my realistic goal grades above I will earn a _____ term GPA and a _____ cumulative GPA by the end of the semester.

Do my goal grades allow me to reach/maintain academic good standing? ☐ Yes ☐ No

Do my goal grades allow me to reach my major's GPA requirement? ☐ Yes ☐ No