

RETURN FROM ACADEMIC DISMISSAL (RDS) APPEAL GUIDE

Find more information about the RDS process [here](#).

Before You Get Started

The RDS appeal process has multiple steps and takes several months to complete. Before you get started, ensure now is the right time for you to appeal. Students who meet the criteria below have the best odds of being approved:

- Attended a community college and completed your Associate of Arts or Science degree w/ a 2.5+ GPA since your last term of enrollment at UNCG
- Have been away from UNCG for several years and can explain and document how your circumstances have changes in ways that will allow for academic success
- Have completed and/or addressed any recommendations from past academic appeal committees

Overview of the RDS Appeal Process

1. Submit your RDS Appeal Pre-Check packet and schedule your Pre-Check meeting
2. Attend your Pre-Check meeting, gather feedback, and revise your appeal materials
3. Submit your final RDS appeal packet
4. Await a decision from the committee

[Click here for deadlines!](#)



Preparing Your RDS Appeal

Use this portion as a checklist to help you develop the strongest appeal possible.

1 Letter of Explanation

Write approximately 1-2 pages that explain:

- What happened that prevented academic success during previous terms of enrollment?
- What have you been doing since you were dismissed? What have you learned?
- Why is now the right time to return?
- How have your previous circumstances been resolved?
- What changes have you made to allow for academic success moving forward?
- What plans do you have to manage education's costs if you remain ineligible for fin. aid?

2 Official Documentation

Gather documentation that supports everything you described in your letter of explanation, including your previous circumstances, what you've been doing since you left UNCG, and why now is the right time for you to return to UNCG.

Make sure your documentation checks ALL the boxes below:

- ☐ Is official (clearly comes from an outside source)
- ☐ Includes your first and last name
- ☐ Includes dates that align with the dates/terms discussed in your letter

PRO TIPS

- Use this [documentation chart](#) to help you gather official documentation
- Student records (Degree Works or UNCG transcripts) are not appropriate documentation, as the committee already has access to this information
- Highlight the most important information on each piece of documentation – either with highlighted text or within your letter of explanation

3 Success Plan

Work through the following check boxes as you complete your success plan:

- ☐ Use the [Success Plan template](#) on the Students First Office (SFO) website
- ☐ The 'Challenges in Previous Semesters' content aligns with your letter of explanation
- ☐ Responses are realistic and consider other personal obligations
- ☐ Resources include UNCG and community/personal supports
- ☐ Use tools like the [GPA Calculator](#) and [Degree Works](#) in the 'Mapping Goals' section
 - Note: You can contact SFO (students@uncg.edu) to request a copy of your Degree Works report
- ☐ Goals are realistic and reflect modest improvements from past performance

PRO TIPS

- Be brief, and avoid complete sentences.
- Be authentic and realistic – don't include things just because you think it's what the committee wants to see.

4 Graduation Plan

Graduation plans (grad plans) are not required for RDS Pre-Check packets but are required for your final RDS Appeal submission. You will discuss major and course load recommendations during your RDS Pre-Check meeting, and you should apply that feedback to the grad plan you include with your final appeal packet.

Take the actions below as you complete your grad plan:

- Use the grad plan [grad plan template](#) on SFO's website
- Use '[Grad Plan 101](#)' to help you draft your plan
- Complete the MAC/GEC column for all general education courses
- You MUST have your grad plan signed by an academic advisor for your final RDS appeal
- If you would like an SFO advisor to review your grad plan, email a completed draft to students@uncg.edu at least 3 business days prior to the final RDS appeal deadline
 - SFO review will be completed within 3 business days
 - SFO cannot accept grad plans for review on the appeal deadline day. Plan ahead!
 - SFO advisors will not approve plans that do not seem feasible for degree completion

PRO TIPS

- Don't overload yourself! Lighter course loads may allow you greater odds of success.
- Develop a plan you will adhere to. If your appeal is approved, you will be required to stick to it in the upcoming term.
- Get started and submit your completed grad plan to your academic advisor ASAP!
- SFO cannot sign plans for:
 - Bryan School of Business
 - International Global Studies
 - Environment and Sustainability
 - Professional Studies Online (formerly BIPS)
 - College of Visual & Performing Arts

Ready to Submit your RDS Pre-Check?

[Submit your Pre-Check packet here!](#)

Note: The portal link for final RDS appeals is provided via email following Pre-Check meetings



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