Guide to

APPEAL TO WITHDRAW FOR EXTENUATING CIRCUMSTANCES

Find this guide online at go.uncg.edu/WEC-guide
Use this guide as a checklist to help you develop the strongest appeal possible.

General Information

- There are two types of Appeals to Withdraw for Extenuating Circumstances (WECs):
  - **Total** - appeals to withdraw all classes from a semester
  - **Selective** - appeals to withdraw some classes from a semester but not all
    - Must explain why your circumstances did not equally impact all of your classes
    - Include documentation supporting why your circumstances did not equally impact all of your classes
- If appealing for multiple semesters, separate submissions are required for each one
- Upload your final submission in the **online portal** by the **deadline**
- You will receive a decision via your UNCG email within 4 weeks of your submission
- **NOTE**: The committee will only evaluate what is provided in your appeal materials
  - Don't assume they have access to information in other UNCG offices
  - Don't expect them to reach out to you or anyone else for more information

Click **underlined** words for more info



Letter of Explanation

Write approximately 1-2 pages that explain:

- [ ] Challenges you experienced in the semester you are attempting to withdraw from
- [ ] How the challenges were unexpected, uncontrollable, and significantly impactful
- [ ] How your circumstances impacted your academics
- [ ] **Selective appeals only**: how you were able to be successful in some classes but not others (relative to your circumstances)

Pro Tips

- Establish a clear timeline of events.
- Be brief, but include enough information for a stranger to understand your circumstances.
- Reference your documentation and explain what it is meant to show the committee.
- Avoid discussion of academic rigor or the difficulty of the course(s).

Official Documentation

*Make sure your documentation checks **ALL** the boxes below:*

- [ ] Is saved as .pdf, .jpg, .png, or .doc file types
- [ ] Is official (clearly comes from an outside source)
- [ ] Includes your name OR the name(s) of anyone with extenuating circumstances named in your letter
- [ ] Includes dates that align with the semester discussed in your letter
- [ ] Verifies all circumstances described in your letter
- [ ] **Selective appeals only**: Document how you were able to be successful in some classes but not others (relative to your circumstances)

Use this **chart** of suggested documents

Pro Tips

- Ensure your documentation is clearly titled or labeled.
- If the circumstances in your letter or documentation directly involve other people, document your relationship to them.
- Student records (Degree Works or transcripts) are not appropriate documentation.
- Do not submit personal photos as your only documentation.
- Highlight the most important information on each piece of documentation.
- Include any course guides, syllabi, or course information that supports why some courses were uniquely impacted by your circumstances.

Troubleshooting

- If official documentation is not accessible to you:
  - Brainstorm what you ***do*** have access to like a patient portal or emails
  - Submit a **notarized** statement from a family member or close acquaintance verifying what happened
  - In your letter of explanation, explain why you don't have ideal forms of documentation, what you are submitting instead, and what your existing documentation is intended to prove
  - Meet with the **Students First Office** (SFO) for assistance
- If you have privacy concerns:
  - Mark out sensitive information like account numbers but ensure enough detail is visible for the committee to verify your circumstances
  - You have the right to view and share your medical information if needed, but medical personnel may require a **HIPAA** waiver
  - Materials you submit are kept confidential within the appeal committee and SFO

Want a preliminary review? Meet with us!

UNC GREENSBORO
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