

# Guide to

# APPEAL TO WITHDRAW FOR EXTENUATING CIRCUMSTANCES

Find this guide online at [go.uncg.edu/WEC-guide](https://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 convey why not all classes were equally impacted by your circumstances
    - Include a copy of the syllabus for each class you're appealing
- 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 all course syllabi if they help support your selective reasoning.

# 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!*



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