

## **Return from Academic Dismissal Appeal and Financial Aid Appeal Instructions**

Below you will find a checklist and additional information to help you develop the strongest appeal possible for consideration by UNCG's Return from Academic Dismissal Appeals Committee and (if applicable) the Office of Financial Aid and Scholarships.

If your final Return from Dismissal Appeal is approved, your appeal will be forwarded to the Office of Financial Aid and Scholarships for review of Satisfactory Academic Progress.

All materials must be submitted via the [Return from Academic Dismissal Pre-Check Submission Portal](#). Once you complete your Pre-Check packet and attend your required Pre-check meeting you will be permitted to submit a final Return from Academic Dismissal Appeal for committee consideration. Students must submit all required materials by the published deadlines found on the [Return from Academic Dismissal Appeal website](#).

### **1. LETTER OF EXPLANATION:**

Type a clear and concise letter explaining the extenuating circumstances that led to your academic dismissal when you were previously enrolled at UNCG. Your letter should also include an explanation of how your circumstances have been resolved, how you have spent your time away from UNCG, what you have learned in this time, and how you are prepared to be academically successful in the upcoming term.

### **2. OFFICIAL DOCUMENTATION:**

Include documentation to support the following:

- Existence of extenuating circumstances described in your letter
- Evidence that your circumstances have been resolved
- Evidence of how you have spent your time since you were last enrolled at UNCG

Use the [Supporting Documentation for Return from Dismissal Appeals Chart](#) for examples of official documentation you can submit with your appeal.

### **3. ACADEMIC SUCCESS PLAN:**

Using the [required Academic Success Plan template](#), 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.

### **4. TRANSCRIPTS:**

If you enrolled at another college/university while you were away, you must submit 1 copy of your transcript from each institution you attended. When submitting your pre-check packet you are only required to submit unofficial copies. You will be required to send your official transcript to UNCG immediately following your Pre-Check meeting.

### **5. PRE-CHECK MEETING:**

You will be prompted to schedule your required Pre-Check meeting with the [Students First Office](#) when submitting your Pre-Check packet through the portal. If you do not schedule your meeting by the Pre-Check deadline or if you fail to attend this meeting without advance notice you will not be able to move forward with the Return from Academic Dismissal Appeal process.

*During the Pre-Check meeting you will:*

- Review the information you have provided in your letter of explanation to ensure all appropriate details have been provided.
- Receive feedback on your documentation to ensure all necessary materials are included in your appeal
- Discuss how your Academic Success Plan demonstrates your readiness to return to UNCG and achieve academic success
- Learn more about the next steps in the Return from Dismissal process

### **6. GRADUATION PLAN/PLAN OF STUDY:**

Graduation Plans are not a required component of the Pre-Check packet. However, when you submit your final appeal you will be required to submit a signed [Graduation Plan](#) that outlines 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 your academic advisor, [School/College advising center](#), or the Students First Office. For more information on creating a graduation plan, view our [Grad Plan 101 Guide](#)

**\*\*If you wish to submit a graduation plan to SFO for review, you must submit it at least three business days prior to the deadline day.**