



Student Appeal Form

Academic Probation | Financial Aid Probation

This student appeal form can be used for **one or both** of these two related processes:

Appeal for Academic Probation: Students who have earned an academic eligibility status of suspension and have extraordinary circumstances may use this form.

- To submit an Appeal for Academic Probation, please submit completed pages 2 and 3, a Letter of Appeal¹, Plan of Action¹ and any supporting documentation to the Office of Undergraduate Retention.

Appeal for Financial Aid Probation: Students who have received a notification of financial aid suspension due to not meeting one or more Satisfactory Academic Progress (SAP) standards and have extraordinary circumstances may use this form.

- To submit an Appeal for Financial Aid Probation, please submit completed pages 2 and 4, a Letter of Appeal¹, Plan of Action¹ and any supporting documentation to the Office of Scholarships and Student Aid.

*If you are unsure which appeal(s) you need to submit, you may contact either office.

Please contact the **Counselor and Coordinator of Academic Appeals** in the **Office of Undergraduate Retention** with any additional questions about your **Appeal for Academic Probation**.

www.studentsuccess.unc.edu/contact-us/

Please contact the **Office of Scholarships and Student Aid** with any additional questions about your **Appeal for Financial Aid Probation**.

www.studentaid.unc.edu/contact/

¹ Visit <https://studentsuccess.unc.edu/appeals/> for **Appeal Preparation Tips & Resources** for your **Letter of Appeal** and **Plan of Action**.



Last Name: _____ First and Middle Names: _____

Preferred Email Address: _____

Preferred Phone Number: _____

PID Number:

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Were you enrolled in Spring or Summer 2018?

Yes

No*

*With a break in your concurrent enrollment, you must apply for readmission to enroll in any courses at Carolina (online and in person). Please visit <http://admissions.unc.edu/apply/readmission/> for more information.

I was unable to maintain eligibility during the previous academic period because:

- a death or major illness within my family or a close friend
- personal illness or injury
- financial challenges
- family responsibilities
- academic skills (e.g. time management, reading & study skills)
- mental health challenges
- unmet basic needs
- trauma or other crisis
- some other unique circumstance

Select all that apply

If my appeal is approved, I would prefer the following type of enrollment:

- Full-time (12+ credits)
- Full-time with Underload (more than 6, but less than 12 credits)
- Part-time Classroom Studies
- No preference

If my appeal is approved, I would hope to enroll in this many hours: _____

Note: Appeal approval does not guarantee availability of courses.

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PID Number

Appeal for Academic Probation Certification and Signature

This page should be included with all appeal documents submitted to the Office of Undergraduate Retention.

U.S. Postal Service mailing address:

Office of Undergraduate Retention
The University of North Carolina at Chapel Hill
Campus Box 3504
Chapel Hill, NC 27599

Campus location:

Third Floor Steele
Building

I am about to submit an **Appeal for Academic Probation** and confirm:

**Check each box to confirm.*

I understand that if my appeal is denied, I am not permitted to enroll in courses at UNC-Chapel Hill, but am able to consult with Undergraduate Retention for guidance and next steps.

Approval for probation does not guarantee access to enrollment. Please review the holds in your Student Center to identify any additional steps.

Please contact the Counselor and Coordinator of Academic Appeals in the Office of Undergraduate Retention with any additional questions about your Appeal for Academic Probation.

***You are about to submit an appeal for Academic Probation. Keep in mind that appeal decisions for academic probation and financial aid probation are independent from each other.**

Student's Certification Statement: By signing my name below, I acknowledge that I am the above named student. To the best of my knowledge, the information I have provided on this form and any documentation I am providing to support this information is true and complete.

Signature

Date



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PID Number

Appeal for Financial Aid Probation Certification and Signature

This page should be included with all appeal documents submitted to the Office of Scholarships & Student Aid.

U.S. Postal Service mailing address:

Office of Scholarships and Student Aid
The University of North Carolina at Chapel Hill
P.O. Box 1080
Chapel Hill, NC 27514-1080

Campus mailing address:

Scholarships and Student Aid
111 Pettigrew Hall, CB#2300
UNC Campus 27599

I am about to submit an **Appeal for Financial Aid Probation** and confirm:

*Check the box to confirm.

I understand that if my Appeal for Financial Aid Probation is denied, I will be responsible for paying my educational expenses without receipt of financial aid.

Please contact the Office of Scholarships and Student Aid with any additional questions about your Appeal for Financial Aid Probation.

***You are about to submit an appeal for Financial Aid Probation. Keep in mind that appeal decisions for academic probation and financial aid probation are independent from each other.**

Student's Certification Statement: By signing my name below, I acknowledge that I am the above named student. To the best of my knowledge, the information I have provided on this form and any documentation I am providing to support this information is true and complete.

Signature

Date