

Appeal Form

Friday Center for Continuing Education

University of North Carolina at Chapel Hill

Please make sure to read the guidelines for filing an appeal before completing this form.

Full Legal Name:

PID number: _____

Current Address:

E-mail Address:

Daytime telephone number:

What action(s) are you seeking in your appeal?

If you are unsure, please explain briefly in other.

a. Retroactive drop of a course ____

b. Retroactive withdrawal from UNC ____

c. Appealing the final grade received in a course ____ (see note at end of form)

d. Other ____ (explain below briefly)

About what specific course(s) is your appeal (e.g. ENGL 105)?

How did you take this course?

a. Carolina Courses Online ____

b. Self-paced Courses ____

c. Part-time Classroom Studies (on campus in the classroom) ____

When did you take this course?

For a Self-paced Course, give the date you began. _____

Were you enrolled through Part-time Classroom Studies when you took this course?

____ Yes ____ No

Next steps

1. On a separate page provide a compelling explanation of the extraordinary circumstances that support your appeal; all pertinent information should be included. This should be a concise statement (two page maximum) outlining your appeal and the exceptional circumstances supporting it. Be sure to explain how these circumstances affected your academic performance or behavior, as appropriate. See tips for writing this statement below. 2. Provide relevant documentation of the circumstances supporting your appeal. For example, if you had medical problems, you should provide a letter from the physician who treated you. If you had a close relative die, you might wish to provide a copy of the obituary from the newspaper.

Tips for writing your explanation

1. Describe what factors beyond your control contributed to the situation. Describe how these factors had a direct impact on your academic performance or behavior. 2. Outline the actions you took at the time to address the situation and any resources from which you sought advice or

support.3.Describe what you are doing now and what you might do in the future to prevent the situation from happening again if appropriate.4.We know you value your academic success so you do not have to discuss that at length.5.Include necessary details including relevant dates. Be clear and concise. Make sure you state what action you would like if the Committee rules favorably on your appeal.

Submit your appeal

Complete this form, attach your explanation of the circumstances around the appeal, and attach any relevant documentation. Send your appeal to: Appeals, Credit Programs for Part-time Students Friday Center for Continuing Education CB #1020, UNC-Chapel Hill Chapel Hill, NC 27599-1020 or fax it to 919-962-5549 or email it to helee@email.unc.edu

The decision of the Appeals Committee is final.

Note for item c: If you are appealing the final grade you received in a course, you should discuss the situation with the instructor and/or chairperson of the department that offered the course before filing an appeal. Please see: <https://registrar.unc.edu/academic-services/grades/grade-changes/>