

HOW TO PREPARE YOUR APPEAL for PROBATION

Step-by-Step Guide to Preparing a Thorough & Thoughtful Appeal for Probation

Are you unable to continue enrollment at UNC due to academic standing?

Not sure what steps to take to get back on track and restore your academic standing?

This step by step guide will help you be informed and well-prepared through the appeal application process.



1. KNOW YOUR OPTIONS

Review the new Academic Eligibility Rules found on the [Undergraduate Retention website](#).

Thoroughly read over all appeal application instructions found at studentsuccess.unc.edu/appeals/.

2. NOTE IMPORTANT DATES

Make note of all important deadlines to include:

- Probation appeal submission date – studentsuccess.unc.edu/appeals.
- Key course enrollment and drop dates from University Registrar's calendar – registrar.unc.edu.



3. BE THOUGHTFUL



Read over the Appeal for Probation Instructions.



Note any questions you have regarding the process. Consult appropriate University professional to get them answered.



Gather key supporting documents. Examples: Institutional transcripts, funeral announcement, record of provider or resource appointments.

4. EXPLAIN YOUR SITUATION AND DRAFT A PLAN FOR SUCCESS

LETTER OF APPEAL



- Briefly describe any extenuating situations (death of loved one, change in financial situation, health/mental health issue, etc) and succinctly describe the impact of the situation on academic performance.
- Reflect and share how you responded to the situation
 - What resources did you seek?
 - How much time did you devote to school work?
 - What action did you take in response to the challenges you faced?

PLAN OF ACTION



- Draft a plan for future academic success.
 - What new study habits will you incorporate into your routine?
 - How have you successfully navigated challenges that led to Suspension?
- Consider short-term and long-term goals for success.
 - What is necessary to restore “Good Standing”? i.e. target GPA & hours.
 - In which courses do you plan to enroll?

5. HAVE A PLAN B



In the event that your appeal is denied, what is your alternative plan? As you prepare your Plan of Action, be sure to research options to develop a sound “plan B”.

Options may include:

- Employment and volunteer service.
- Successful completion of courses at other institutions.
- Treatment for any health, mental health, or substance use issues.

6. KEEP CALM, PATIENT & ORGANIZED



- Take time to proofread your appeal and all supporting documentation before you submit.
- Keep a copy of your appeal submission, letter of appeal, plan of action, and any supporting documents in a personal file.
- Be patient with the process as each appeal must be considered individually.

If you have questions about the appeals process, contact the Office of Undergraduate Retention: studentsuccess.unc.edu

Undergraduate Retention

Office of UNDERGRADUATE EDUCATION