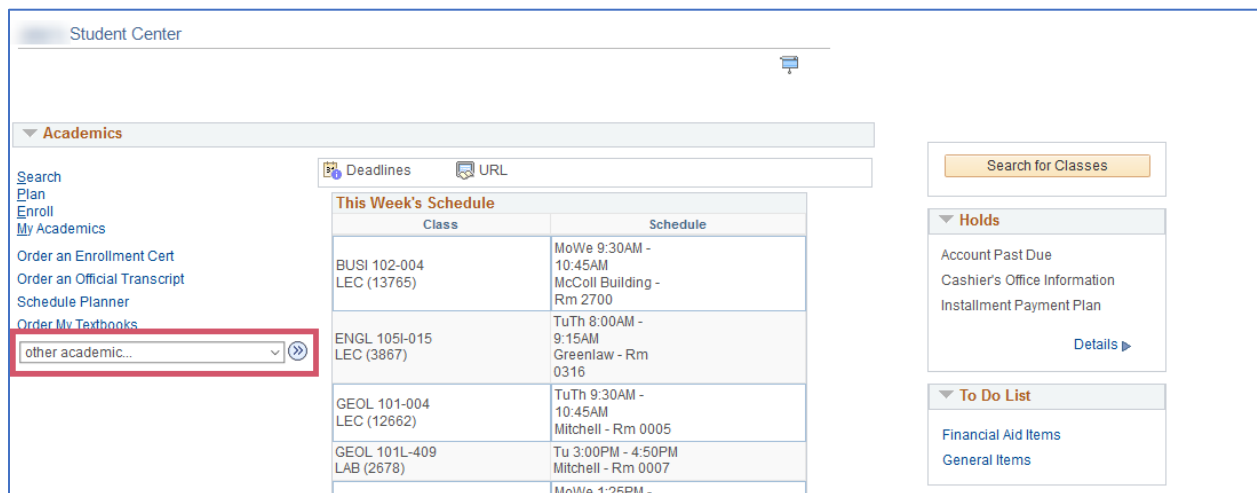


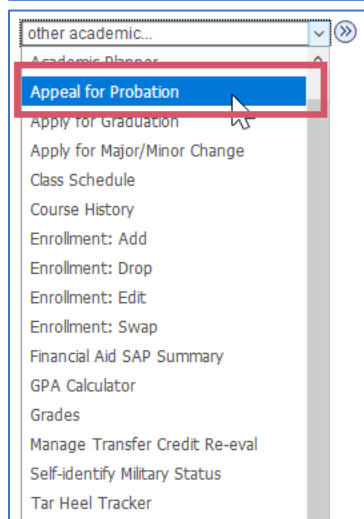
How to Submit Your Appeal for Probation

1. Prior to engaging with the “Student Eligibility Appeal Request” form, **disable your browser’s pop-up blocker** to allow the form to open in a second window.
2. Go to your Student Center in [ConnectCarolina](#). Click on the “other academic...” dropdown box on the left side of the screen. From the dropdown list, select “Appeal for Probation.”



The screenshot shows the Student Center interface. On the left, under the Academics section, there is a dropdown menu labeled "other academic...". The main content area displays "This Week's Schedule" with a table of classes. On the right, there are sections for "Search for Classes", "Holds", and "To Do List".

Class	Schedule
BUSI 102-004 LEC (13765)	MoWe 9:30AM - 10:45AM McColl Building - Rm 2700
ENGL 105I-015 LEC (3867)	TuTh 8:00AM - 9:15AM Greenlaw - Rm 0316
GEOL 101-004 LEC (12662)	TuTh 9:30AM - 10:45AM Mitchell - Rm 0005
GEOL 101L-409 LAB (2678)	Tu 3:00PM - 4:50PM Mitchell - Rm 0007
	MoWe 1:25PM -



A close-up of the dropdown menu from the Student Center. The menu is open, showing a list of options. The option "Appeal for Probation" is highlighted in blue and is the focus of the instruction.

- other academic...
- Academic Planner
- Appeal for Probation
- Apply for Graduation
- Apply for Major/Minor Change
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Financial Aid SAP Summary
- GPA Calculator
- Grades
- Manage Transfer Credit Re-eval
- Self-identify Military Status
- Tar Heel Tracker

How to Submit Your Appeal for Probation

3. Review the form instructions carefully. Some of your basic information will be pre-populated in the **Student Information** section.

TASK : Submit an Eligibility Appeal eForm ID: 197

Student Eligibility Appeal Request

This form applies to two different kinds of probation: [Academic Probation](#) and [Financial Aid Probation](#). When you submit this form, we will determine if you meet the criteria for either type of probation and evaluate you for one or both as appropriate. The information you share in your appeal will be viewable by members in both the Office of Undergraduate Retention and Office of Scholarships and Student Aid.

You will be evaluated for **Appeal for Academic Probation** if you have earned an academic eligibility status of suspension and have indicated extraordinary circumstances in your appeal.

You will be evaluated for **Appeal for Financial Aid Probation** if you have received a notification of financial aid suspension due to not meeting one or more Satisfactory Academic Progress (SAP) standards and have extraordinary circumstances.

STUDENT INFORMATION

Name PID

Enrolled in Current Term? Email Addresses

4. Select the reason(s) for your appeal in the **Student Reasons for Appeal** section.

STUDENT REASON FOR APPEAL

Select the reason(s) you were unable to maintain eligibility during the previous academic period (select all that apply):

- death/major illness in family
- personal illness or injury
- financial challenges
- family responsibilities
- academic skills
- mental health challenges
- unmet basic needs
- trauma or other crisis
- natural disaster
- other unique circumstance

How to Submit Your Appeal for Probation

How to Submit Your Appeal for Probation

5. Select your **Preferred Enrollment Term** from the **Student Desired Enrollment** section. This is the term in which you want to take classes if your appeal is approved.

STUDENT DESIRED ENROLLMENT

Indicate your enrollment preferences (if your appeal is approved).

Preferred Enrollment Term: [dropdown menu open with options: Fall, Spring, Summer I, Summer II]

Preferred Number of Hours: [input field]

6. If you select Fall or Spring for your **Preferred Enrollment Term**, another box will appear for **Preferred Enrollment Type**. This correlates to the number of hours you would like to take (Full time, Underload, Part Time). Select your preference from the dropdown menu. *Tip: For more information about enrollment options, see "What Are My Appeal Options?" on the [Appeals webpage](#).*

STUDENT DESIRED ENROLLMENT

Indicate your enrollment preferences (if your appeal is approved).

Preferred Enrollment Term: [dropdown menu: Fall]

Preferred Enrollment Type: [dropdown menu open with options: Full-time (12+ hrs), Full-time Underload (6-11 hrs), Part-time Classroom Studies]

Preferred Number of Hours: [input field]

7. Enter the number of hours you want to take in the **Preferred Number of Hours** box. If you do not enter a number, the form field will default to "0".

STUDENT DESIRED ENROLLMENT

Indicate your enrollment preferences (if your appeal is approved).

Preferred Enrollment Term: [dropdown menu: Fall]

Preferred Enrollment Type: [dropdown menu: Full-time (12+ hrs)]

Preferred Number of Hours: [input field: 0]

How to Submit Your Appeal for Probation

- Attach your **Letter of Appeal**, **Plan of Action**, and **Supplemental Documentation** in the **File Attachments** section. If you need to add additional documentation, you can do so by clicking the **Add Row** button, then uploading your attachment in the new row. *Tip: For tips on preparing your letter of appeal, plan of action, and supplemental documentation, see “What Should Be Included In My Appeal?” on the [Appeals webpage](#).*

FILE ATTACHMENTS

Please attach a **Letter of Appeal**, **Plan of Action**, and **Supplemental Documentation** before submitting your appeal request. The following file types are allowed for upload: .doc, .docx, .pdf, .rtf, .txt.

Status	Action	Description	File Name	Remove
1	Upload	Letter of Appeal		Replace
2	Upload	Plan of Action		Replace
3	Upload	Supplemental Documentation		Replace
4	Upload			Delete

Add Row

- Letter of Appeal
- Plan of Action
- Supplemental Documentation
- Supplemental Documentation File 2
- Supplemental Documentation File 3

Message Text

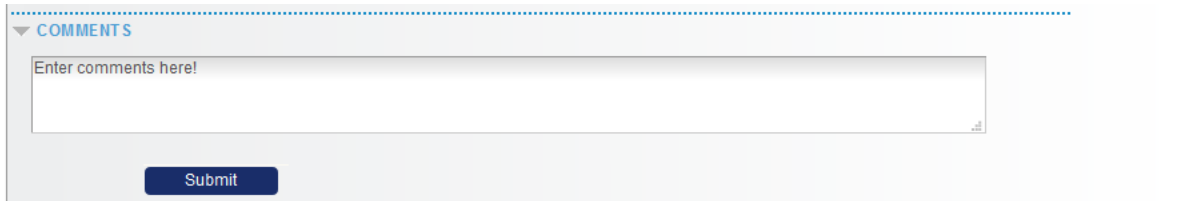
- Acknowledge each message in the **Action Items** section by clicking each checkbox. If you are not currently enrolled in classes, you will see a message indicating that you must apply for [readmission](#) through the [Undergraduate Admissions](#) office. If you are currently enrolled, this message will not appear.

ACTION ITEMS

	Message Text	Description
1	<input type="checkbox"/> Apply for Readmission	I understand that I must apply for readmission through the Undergraduate Admissions office.
2	<input type="checkbox"/> Student Honor Code Acknowledgment	I attest that all of the information provided in this appeal form is complete and accurate to the best of my knowledge.
3	<input type="checkbox"/> Student Acknowledgment - Approval is Not Guaranteed	I understand that submitting this student appeal request does not guarantee my appeal will be approved.

How to Submit Your Appeal for Probation

10. Type any additional comments you would like the evaluators to see in the **Comments** section. You will not be able to update your application once you submit, so take a moment to review it thoroughly before clicking **Submit**.



The image shows a screenshot of a web application's 'COMMENTS' section. At the top, there is a header with a downward-pointing triangle and the word 'COMMENTS' in blue. Below this is a large, empty text input field with the placeholder text 'Enter comments here!'. At the bottom of the input field, there is a small blue button with the word 'Submit' in white text.

11. After you click **Submit**, you will be taken to a confirmation page. This page has your submission information as well as important instructions about the review process, so be sure to **print this page for your records!** You will also receive an email confirming your submission.
12. You should receive a decision by email within two weeks of your appeal submission. If you experience any technical difficulties while attempting to submit the appeal, contact the [ITS Service Desk](#) or call 919-962-HELP.