

**The University of North Carolina at Pembroke
Graduate Appeals Form**

Please complete this form for any and all appeals. Only **completed** forms received by the specified date (see Graduate Student Handbook and on this form) will be submitted to the Graduate Appeals Committee for review at their next regularly scheduled meeting (February, June and October). You may type into this document.

A. Student Information

Name (Print): _____ UNCP Banner ID: _____

Address: _____
Street or Post Office Box City State Zip

Phone: _____ UNCP Email address: _____

Program: _____ Year/semester you were initially admitted: _____/_____

B. Type of Appeal (please check):

○ **Extension of Time to Degree:** *If completion of course work will take more than the five year limit (six years for School Counseling, Mental Health Counseling and Social Work), then a student must request an extension of time to degree. Indicate time needed:* Requesting extension until: Year _____ Month _____
Complete A, B, D, E, F

○ **Credit Reinstatement:** *Request for credit of graduate courses taken more than five years ago (lapsed). (Must also complete the Graduate Credit Reinstatement Appeal Form)*
Complete A, B, C, D, E, F

○ **Grade:** Initial here indicating that you have first sought to resolve the grade dispute with your professor: _____. Attach documentation that you have done so.
There are two grounds for appealing a grade: (1) evidence of miscalculation, and (2) material deviation from information published in the course syllabus without adequate notice of the change. Complete the information below about the course, your actions and the rationale for your appeal.
Complete A, B, C, D, E

○ **Apply for Readmission after Dismissal:** *A former student who was dismissed for academic reasons and has not been enrolled in a graduate program at any institution of higher education for a period of four (4) semesters (excluding summers) may apply for readmission under the Special Readmission Policy of the Graduate School. Please read this policy. Completed materials for this appeal must be received by the 15th of the month prior to the month of the Graduate Council meeting in which appeal is to be considered.*
Complete A, B, C, D, E, F and attach letters of support from the current program director, former advisor and one other faculty member who taught a course taken by the student.

○ **Repeat Course(s):** *A student seeking to repeat a course in which a letter grade (A, B, C, and/or F) has been earned.*
Complete A, B, C, D, E, F

C. Courses involved, if any (six hour maximum or nine hours maximum if courses from UNCP):

1. Course prefix/number/name: _____

University where taken: _____ UNCP Equivalent Course _____

Term/year taken _____ Grade received: _____

2. Course prefix/number/name: _____

University where taken: _____ UNCP Equivalent Course _____

Term/year taken _____ Grade received: _____

3. Course prefix/number/name: _____

University where taken: _____ UNCP Equivalent Course _____

Term/year taken _____ Grade received: _____

