

## SUSPENSION APPEAL REQUEST

Valid for Academic and Financial Aid Appeals

### Description of the Process

**What is the purpose of this form?** Students who received notification from the university that they are being placed on academic and/or financial aid suspension should fill out this form if they wish to appeal their suspension because they believe they...

1. have documentable, mitigating circumstances beyond their control that led to a disruption of their studies and
2. can provide evidence that they have corrected or can correct the circumstance that led to their suspension.

### What do I need to do to complete an appeal?

1. Complete the Suspension Appeal Form along with any required letters and documentation (see Step 2).
2. Make an appointment with the Center for Student Success (CSS) and bring all materials for your appeal with you.
3. If you are unable to make an appointment, fax your appeal materials **prior to 5:00 p.m. each Semester Deadline** (see notice in red below) to the CSS at (910) 775-4286. **Call** the CSS Office at 910-521-6625 to **confirm** your fax was received. You will receive electronic copies of your Academic Progress Improvement Plan through the email account provided on the application. You must sign and return the Plan to the CSS or it will not be reviewed.
4. Your completed packet will be sent by the CSS to the Appeals Committee for review.

**SUMMER I SESSION**  
**DEADLINE: May 17, 2024**

**SUMMER II SESSION**  
**DEADLINE: June 21, 2024**

**FALL SESSION**  
**DEADLINE: August 9, 2024**

**SPRING SESSION**  
**DEADLINE: December 31, 2024**

For your appeal to be reviewed, the completed appeal form and all documentation **MUST** be received at the CSS by **5:00 PM**, on the deadline date. An appeal submission does not guarantee reinstatement to the university. *Incomplete appeals will not be reviewed.*

The appeal decision is communicated to the student **via the email account provided on the appeal application** with a hard copy sent to the mailing address in BraveWeb. The decision of the Committee is final. **For Best Results:** Submit appeals early to provide ample time to review and receive a decision. Appeals submitted on the last date to file (see Appeal Form for dates) **may not receive a decision prior to the beginning of classes** for that term. Academic and monetary decisions made by the student prior to receiving an appeals decision are at their own discretion.

### Documentation that **MUST** be Included with Your Completed Appeal Form:

1. The completed Suspension Appeals form
2. A typewritten letter that describes the following:
  - The mitigating circumstance beyond your control, which you believe, resulted in poor academic performance.
  - State how the circumstance directly affected your academic progress at UNCP
  - Explain how you have resolved your circumstance so this type of challenge does not interfere with your academic progress again.
  - Include documentation to support your explanation.

### Documentation You Might Consider Providing:

- Evidence that your circumstance was significant enough to truly affect your studies (a letter from an employer, fire department reports, accident reports, a doctor's description of your condition)
- Evidence that your situation has been resolved or you have taken steps to ensure you are in a better position to succeed academically (a letter from a professor, employer, and any authority that has worked with you recently and can attest to the improvement of your circumstance).

**This publication is available in alternative formats upon request.**

**Please contact Accessibility Resource Center, Dr. Joseph B. Oxendine Administrative Building 110, (910) 521-6695 or use 711 (NC Relay)**