

ACADEMIC & FINANCIAL AID APPEAL GUIDE



Find this guide online at go.uncg.edu/appealguide.

Use it as a checklist to help you develop the strongest appeal possible.



Letter of Explanation

Write approximately 1-2 pages that explain:

- ☐ Challenges you experienced in the most recent semester(s)
- ☐ How they were unexpected, uncontrollable, severely impactful
- ☐ How your circumstances impacted your academics
- ☐ Changes in the situation to promote success moving forward

Click the  icons for more info about each appeal component

Pro Tips

- Be brief, but include enough information for a stranger to understand what happened.
- Establish a clear timeline of events.
- Reference your documentation in your letter.
- Focus on what happened, not the reasons why you need the appeal approved.



Official Documentation

Make sure your documentation checks ALL the boxes below:

- ☐ Documentation is official (clearly comes from an outside source)
- ☐ Includes your name OR the name(s) of anyone with extenuating circumstances named in your letter
- ☐ Includes dates that align with the semester(s) discussed in your letter
- ☐ Verifies all circumstances described in your letter
- ☐ Demonstrates improvement/management of your circumstances

Click underlined words for more info

Pro Tips

- If documentation from an outside source isn't accessible to you, submit a notarized statement from a family member or close acquaintance verifying circumstances.
- If the circumstances in your letter or documentation directly involve other people, document your relationship with them.
- Student records (Degree Works or transcripts) are not appropriate documentation.
- Please do not submit personal photos as your only documentation.
- Highlight the most important information on each piece of documentation.



Success Plan

Work through the following check boxes as you complete your success plan:

- ☐ Use the Success Plan template on the Students First Office (SFO) website
- ☐ The 'Challenges in Previous Semesters' content matches your letter of explanation
- ☐ Responses are realistic and consider other personal obligations
- ☐ Resources include UNCG and community/personal supports
- ☐ Use tools like the GPA Calculator and Degree Works in the 'Mapping Goals' section
- ☐ Goals are realistic and reflect modest improvements from past performance

Pro Tips


- Be brief, and avoid complete sentences. You don't have to fill in every box.
- Don't put what you think the committee wants to see. Be authentic and realistic.



Graduation Plan

Take the actions below as you complete your grad plan:

- ☐ Use the grad plan template on the SFO's website
- ☐ Use 'Grad Plan 101' to help you draft your plan
- ☐ Complete MAC/GEC column for all general education courses
- ☐ You **MUST** get your grad plan signed by an academic advisor
- ☐ If you would like SFO to review your graduation plan, email a completed draft to students@uncg.edu.
 - SFO review will be completed within 3 business days.
 - SFO cannot accept grad plans for review on the appeal deadline day. Plan accordingly.
 - SFO advisors will not approve plans that do not seem feasible for degree completion.



Required for
students with
60+ earned
hours only!

Pro Tips

- Don't overload yourself! Lighter course loads may allow you greater odds of success.
- Develop a plan you will adhere to. If your appeal is approved, you will be required to stick to it in the upcoming term.
- Get started and submit your completed grad plan to your academic advisor ASAP!
- SFO cannot sign plans for:
 - Bryan School of Business
 - International Global Studies
 - Environment and Sustainability
 - Integrated Professional Studies
 - College of Visual & Performing Arts



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