

QUESTIONS TO ASK FOR A SUCCESSFUL SAP APPEAL

1

Why are you required to submit an appeal?

- Understand why you are non-compliant with the SAP policy. You can view UNCG's SAP policy [here](#). You can also view your SAP status on [UNCGenie](#) to see what area of the SAP policy you are deficient in.
- Understanding why you need to submit a SAP appeal will help you form your appeal statement. For example, if you are non-compliant due to cumulative hours (your hours earned divided by hours attempted are less than 67%) you will need to explain what happened over multiple semesters to get you to this point. An appeal for Zero Hours earned during a specific semester would look different, because you may only be focusing on an event that happened during one semester.

3

What changed?

When writing your appeal statement, you will need to outline how any issues that caused you to be non-compliant with SAP are now resolved. This is a very important step that you should not skip. We must know the issue is resolved, so that it does not cause you to perform poorly again in the future.

2

What happened?

- Be thorough when explaining what caused you to fall out of compliance with SAP. Give specific dates and events, the appeal committee cannot know what you do not tell them.
- Remember the appeal committee is looking for extenuating circumstances (events beyond your control) when reviewing your appeal. Lack of awareness of withdrawal policies, requirements for satisfactory academic progress or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.

4

Do you have supporting documentation?

When preparing your appeal packet you must include supporting documentation for all the issues and resolutions you outlined in your statement. You can see the [SAP Appeal](#) document for examples of acceptable documentation.

5

Is your appeal complete?

Remember to submit all the required pieces for a complete SAP appeal. Your appeal will be denied if any of these documents are missing!

- Student Statement of extenuating circumstances and resolution
- Supporting Documentation
- [Academic Success Plan](#)
- [Graduation Plan](#) (for students who have completed 60 or more credits)
- [Late Appeal Request](#) (only if submitted after the first day of class)



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