



**GUIDELINES FOR APPEALS
PART-TIME CLASSROOM STUDIES, SELF PACED COURSES,
AND CAROLINA COURSES ONLINE**

An appeal is a request for an exception to academic policy currently, in the future, or retroactively. It should be based on factors that were beyond your control. Complete the Appeal Form and compose a compelling explanation of the extraordinary circumstances that support your appeal (see Tips below); these should be typewritten, preferably, clearly stated, and concise; e-mail is acceptable. Relevant documentation supporting your appeal should be included. Send appeals and supporting documents to:

Appeals, Credit Programs for Part-Time Students
Friday Center for Continuing Education
CB#1020, UNC-Chapel Hill
Chapel Hill, NC 27599-1020

Send Classroom Studies e-mail to: arlene_rainey@unc.edu

Send CCO and SPC e-mail to: carolmc@unc.edu

Tips for writing your explanation for an appeal

1. Tell what factors beyond your control contributed to the situation. Describe how these factors had a direct impact on your academic performance or behavior.
2. Outline the actions you took at the time to address the situation and any resources from which you sought advice or support.
3. Describe what you are doing now and what you might do in the future to prevent the situation from happening again if appropriate.
4. We know you value your academic success so you do not have to discuss that at length.
5. Provide details including relevant dates. Be clear and concise. Make sure you state what action(s) you would like if the Committee rules favorably on your appeal.

Please call our office ((919) 962-1134 or (800) 862-5669) for the date and time of the next appeals meeting. Your Appeal Form and supporting documentation must be received by the Friday prior to the meeting.

Written notification and/or email notification will be sent to all students after the meeting.

Note: the decision of the Appeals Committee is final.

Policy on Prohibited Harrassment and Discrimination

The University's Policy on Prohibited Harassment and Discrimination (www.unc.edu/campus/policies/harassanddiscrim.pdf) prohibits discrimination or harassment on the basis of an individual's race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Appendix B of this Policy provides specific information for students who believe that they have been discriminated against or harassed on the basis of one or more of these protected classifications.

Students who want additional information regarding the University's process for investigating allegations of discrimination or harassment should contact the Equal Opportunity/ADA Office for assistance:

Equal Opportunity/ADA Office
The University of North Carolina at Chapel Hill
100 E. Franklin Street, Unit 110
Campus Box 9160
Chapel Hill, North Carolina 27599
Telephone: (919) 966-3576
Fax: (919) 962-2562
Email: equalopportunity@unc.edu

Any administrator or supervisor, including a department chair, associate dean or other administrator, who receives a student's complaint about prohibited harassment or discrimination, must notify the Equal Opportunity/ADA Office within five (5) calendar days of receiving the complaint. If a student raises a claim of prohibited harassment or discrimination during an academic appeal, an investigation of the student's claim must be performed under the direction of the Equal Opportunity/ADA Office. The school or department must await the results of the harassment or discrimination investigation before deciding the student's academic appeal.

Revised 4/3/12