

READMISSION APPEAL FORM

Please Note: Use this form if a semester or more has elapsed between the semester you were suspended and the semester to which you are applying for readmission. Students who have been suspended from the University twice are not eligible for readmission to UNC. A second suspension is a permanent suspension from future enrollment at UNC.

Deadlines for readmission appeals are posted at <https://www.unco.edu/soar/academic-probation-suspension/academic-probation-suspension-resources-forms/>. Late appeals will not be considered.

Name: _____

Bear Number: _____

Phone: _____

Email Address: _____

Last semester and year attended UNC: _____

UNC Major: _____

Do you plan to change your major? No ____ Yes ____ If yes, what will your new major be? _____

Have you attended another school since attending UNC? No ____ Yes ____

- If yes, attach transcript(s). Official transcripts are required for June deadline. Unofficial transcripts will be accepted for October, November, and March deadlines. Include even if courses are currently in progress. **Appeals without transcripts will not be considered.**
- Name of School(s): _____

APPEAL PROCEDURES

Answer the following questions and include additional comments you feel are pertinent in the consideration of your appeal. A successful appeal will grant you one additional semester at UNC. All supporting documentation from third parties or other sources must be submitted with this form by the deadline.

- 1) What were the circumstances that caused your poor academic performance? Please enclose appropriate documentation if applicable.
- 2) What indications do you have that these circumstances will not reoccur, or if they were to reoccur, how do you anticipate preventing them from affecting your future academic performance?
- 3) What steps will you take if readmitted to ensure your academic success (2.00 cumulative GPA) in the future? Include a specific plan of action to attain academic success that you will implement if your appeal is approved.

By signing below, I have read and understood the *Students Guide to Readmission Appeals* found here:

<https://www.unco.edu/soar/academic-probation-suspension/academic-probation-suspension-resources-forms/>. By signing below, I also understand my rights as a student and the university's duty to report any information that may have been provided in my appeal. By signing below, I give the Academic Review Committee permission to review all of my educational records at UNC, including but not limited to my academic and conduct records.

Signature

Date

Your completed appeal should be emailed to probation@unco.edu. Documents you are unable to send electronically may be faxed to 970-351-1052 or hand delivered to SOAR in Michener L-149. Deadlines for readmission appeals are posted at <https://www.unco.edu/soar/academic-probation-suspension/academic-probation-suspension-resources-forms/>

Call SOAR, 970-351-1391, with questions.

Please note that the Academic Suspension Policy is different from the Financial Aid Satisfactory Academic Progress Policy. Each office has a different appeals process. Contact the Office of Financial Aid at 970-351-2502 for information about the financial aid suspension process.

Tips on Writing your Readmission Appeal

Getting ready to write an appeal:

1. Gather documentation to support reasons for poor academic performance. Examples include physician's record, funeral announcement, police reports, accident reports, disability documents, proof of working with a campus office, letter of support from current faculty if enrolled at another institution, prior UNC faculty, advisor, and/or family.
2. Meet with a faculty/program advisor and/or instructors to discuss academic performance and create your plan of action.
3. Research all resources you can utilize to return to good standing (2.00 cumulative GPA).
4. Type your entire appeal to make it look professional and organized.
5. Be detailed, descriptive, and specific.

Contents of an appeal packet:

1. Include the Readmission Appeal Form as the top page of your appeal packet. Accurate bear number, phone number and BearMail address must be provided.
2. Address the areas of the appeal one by one:

First, explain the circumstances that caused your poor academic performance. Reference each piece of documentation included with your appeal in your appeal letter. (If you submitted a prior appeal, please include only new documentation). In addition, reference your UNC academic record and/or additional transcripts when appropriate.

Second, describe the evidence you have that these circumstances will not reoccur, or if they were to reoccur, how you could prevent them from affecting your future academic performance. Address the changes that have been made by answering the following questions:

- Has the issue been resolved?
- If yes, how has the situation been resolved?
- If not, how is the situation being managed?

Third, address steps you will take to ensure your academic success (2.00 cumulative GPA) in one additional semester if you are readmitted. Using specific examples, address any of the following areas that are pertinent to your plan:

- Number of credit hours and specific classes you plan to take if you are allowed to return.
- Semester GPA needed in order to reach a cumulative 2.0 in one semester. If this GPA is higher than recent semester GPAs, address how you expect to attain the needed GPA.
- Grades needed in each class to return to good standing. What changes might you need to make to attain those grades?
- Goals for the semester and how you will achieve them.
- Short term and long-term academic goals.
- Desired major and GPA requirements (for entrance to or remaining in the major).
- Are you working? If you work, how do you plan to balance your job and school?
- Campus resources you might utilize to assist in your success.
- Detailed plan for meeting with your faculty/program advisor and/or instructors throughout the semester.
- Use of UNC academic policies that could help to improve your GPA, such as Course Repeat or Fresh Start.

3. Attach supporting documentation and/or transcripts to the back of your appeal packet. Include transcripts even if you have courses in progress.

Final Suggestions: Proofread your appeal for correct spelling and use of grammar; consider having someone proofread for errors. To review content of the appeal, work with a SOAR advisor.

Please note: If readmitted through the appeal process, the student's official transcripts will be forwarded to the Office of Admissions so that credits can be evaluated for transfer and posted to the student's UNC transcript.