North Carolina Central University
Office of the Registrar
Request for Academic Progression Appeal Form

Procedures for Filing an Appeal:

A student may elect to appeal the dismissal decision by submitting a written petition to the Dean of their School or College within seven (7) calendar days of receiving *formal notice of dismissal* from the University. A student's appeal must include the following:

- ❒ a completed Academic Progression Appeals Policy form;
- ❒ a clear and concise petition personally typed and developed by the student to delineate the appeal and the extenuating circumstances that will justify the request;
- ❒ an official/authentic/formal document providing proof of the extenuating circumstance(s) which the student contends caused his/her inability to maintain the required GPA;

Definition of Extenuating Circumstances

An "extenuating circumstance" is defined by the University as a situation which is beyond the student's control and which could not have been prevented by the student. Such circumstances include, but are not limited to, the following:

- a car accident which causes serious injury to the student resulting in hospitalization and/or creating health challenges which prohibit the student from being able to meet academic requirements:
- a serious, life-threatening, or life-altering illness to the student or an immediate family member for whom the student must assume legal responsibility due to the condition;
- an official documentable military deployment;
- a natural disaster which negatively impacts the student's well-being due to total destruction of home or other essential familial provisions.

- ❒ a letter of support from the student's department chair;
- ❒ a letter of support from the student's academic advisor.

Student Information:

Full Legal Name: _____
Last First Middle

Student ID#: _____ Major: _____

Email Address: _____ Telephone#: _____

Mailing Address: _____
Street/P.O. Box City State Zip Code

Student Signature: _____ Date: _____

Final Decision (Attach Written Explanation):

☐ Approved Date:_____

☐ Denied Date:_____

_____ Date: _____
Signature: Dean of College/ School

Office Use Only:

_____ Date: _____
Signature: Provost Office Designee

_____ Date: _____
Signature: University Registrar