



North Carolina Central University
School of Graduate Studies
Dismissal 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) work days of receiving formal notice of dismissal from the University. A student's appeal must include the following:

- A completed appeals 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 or to maintain a record of academic success with no more than one grade of "F."

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 program coordinator or graduate program director.

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:

College/School Dean Recommendation:

Approve Deny Signature: Dean of College/ School Date:

Graduate Council Student Affairs Committee Recommendation (Attach Written Explanation):

Approve Deny Signature: Chair, Graduate Council Student Affairs Committee Date:

Final Decision:

Approve Deny Signature: Dean, School of Graduate Studies Date:

Office Use Only:

Signature: Dean, School of Graduate Studies Date:

Signature: University Registrar Date: