

# THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

## ADMISSIONS APPEALS PROCEDURE

Revised August 2016

This document sets forth the procedures to be followed with respect to the appeal of a negative admissions decision, including a decision to rescind an admission that has already been granted.

### I. **Appeal to Admissions Officer**

Appeals concerning individual admission, or admission rescission, decisions may be had only if it is contended that a) a provision set forth in the University of North Carolina at Chapel Hill admissions policy ("admissions policy") has been violated or b) the decision not to admit the individual or to rescind admission resulted from a material procedural error in the admissions process. An applicant's omission of relevant information from the original application for admission will not ordinarily constitute grounds for an appeal; nor will academic or personal circumstances that changed after the submission of the application. Such an appeal shall be lodged by the applicant-appellant with the administrative officer (the director of undergraduate admissions, the dean of The Graduate School, the dean of the professional school concerned, or the dean of Summer School) whose office had responsibility for the admission in question (hereafter the "admissions officer") within 30 days after the University posts the appellant's online decision. The appeal shall be in writing and shall set forth the grounds for the appeal.

Upon receipt of the appeal, the admissions officer or the admissions officer's designee shall review the applicant-appellant's file and appeal letter and shall communicate his or her decision to the appellant in writing.

### II. **Appeal to Provost**

The decision of the admissions officer may be appealed to the provost only if it is contended that a) a provision set forth in the admissions policy has been violated or b) the decision not to admit the individual or to rescind admission resulted from a material procedural error in the admissions, or appeal, process. An applicant's omission of relevant information from the original application for admission or from the appeal to the admissions officer will not ordinarily constitute grounds for an appeal; nor will academic or personal circumstances that changed after the submission of the application or the appeal to the admissions officer. Such an appeal shall be lodged with the provost by filing a letter of appeal specifying the grounds for the appeal within 15 days after the appellant has received the letter communicating the decision of the admissions officer.

The appeal shall be heard by the provost or the provost's designee, and the appellant, at his or her option, may appear in person or conduct the appeal by telephone. Following the hearing, the provost or designee will communicate the decision to the appellant in writing. The decision of the provost is final, and no further appeal is available.