Appendix A

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Admissions Appeal Procedure

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. 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 the Summer School) whose office had responsibility for the admission in question (hereafter the “Admissions Officer”) within thirty (30) days after the appellant has received the letter communicating the University’s decision. The appeal shall be in writing and shall set forth the grounds for the appeal.

Upon receipt of the appeal, the Admissions Officer 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. Such an appeal shall be lodged with the Provost by filing a letter of appeal specifying the grounds for the appeal within fifteen (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.
III. Appeal to the Board of Trustees

The decision of the Provost or his or her designee may be appealed to the Board of Trustees 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. The appellant shall file a letter of appeal specifying the grounds for the appeal and all supporting facts upon which the appellant bases his or her appeal within fifteen (15) days after receiving the letter communicating the decision of the Provost. The appeal letter shall be sent to the Office of University Counsel for transmission to the Board of Trustees.

The Office of University Counsel shall review the appeal letter to determine if it states a valid ground for appeal. If the letter does not state a proper ground for appeal, the appeal will not go forward to the Board of Trustees, and the appellant will be notified to that effect. If the Office of University Counsel determines that the letter of appeal states a valid ground for appeal, it shall transmit the appeal to the Board of Trustees.

An appeal to the Board of Trustees shall be considered by a three-person panel of the Board of Trustees and shall be solely on the written record, unless the panel expressly requests the presence, in person or by phone, of both the appellant and the Admissions Officer or his or her designee. This three-person panel shall have full authority to act on behalf of the Board of Trustees, and the decision of the panel shall be deemed the decision of the Board of Trustees. The Board of Trustees panel shall consider the record made before the Provost and all documents and other writings submitted by the Appellant and the Admissions Officer. The Trustee panel may reverse the decision of the Provost only upon a showing by the appellant of clear and material error on the part of the Provost in his or her decision. Otherwise, the panel shall sustain the Provost’s decision. If the Trustee panel reverses the Provost’s decision, the panel shall remand the case to the appropriate Admissions Office for reconsideration in light of any guidance the Trustee panel chooses to provide. The panel’s decision will be communicated to the appellant in writing. There is no appeal from the decision of the Trustee panel.

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