



Checklist for Appeals

In order to expedite the appeal's process, please complete the following checklist before mailing your appeal.

- Did you read the definition of a traumatic/extraordinary event? Please refer to pages 3-4 of the *Guidelines for Appeal* to determine if your traumatic/extraordinary event is considered to be an appealable situation.
- Did you attend Maymester and/or summer school to meet continued eligibility requirements, or at least to improve your standing in the eyes of the Appeals Committee? If not, please explain why you chose not to attend. If your reason for non-attendance was related to your extenuating circumstance, please provide the appropriate paperwork from a medical professional or counselor recommending your non-attendance.
- Did you complete, sign and enclose your application and letter? Have you provided a valid address, telephone number and email in case staff needs to contact you? (Please note that **the student** who is appealing must write/type and sign the letter. *Appeals packets containing unsigned letters and incomplete or previous versions of the Appeals Application will not be considered.*)

Letter

- Did you provide an explanation and documentation for any summer school sessions that you did not attend? *It is expected that students will attend Maymester and/or summer school to meet ALL continued eligibility requirements (credit hours and/or GPA) for the LIFE and Palmetto Fellows Scholarships. A student must receive permission from a doctor if he/she is unable to earn the credits and GPA to regain their scholarship during summer school. Financial situations will not be taken into consideration for not attending summer school.*
- Does your letter address whether or not you underwent the institutional appeals process?
- If suffering from a disability, chronic or long term illness, did you register with the Office of Disabilities? If you were registered, did you include this documentation in your appeal?

Doctor's Letter/Medical Documentation (if applicable)

- Is your doctor's letter on official letterhead (not paper from a prescription pad) and is it signed by the doctor?
- Does your doctor's letter describe?
 - the specific time periods of your illness?
 - the diagnosis and extent of your illness?
 - the effect that your illness had on your academic performance?
 - any recommendations regarding non-attendance?

If you withdrew from classes, does your doctor's letter state whether or not he/she recommended withdrawal? If your doctor did not recommend withdrawal, does your letter state your doctor's opinion regarding your ability to attend classes?

Does your medical documentation/doctor's letter cover the entire time period of poor academic performance and or non-attendance? *(If the student is appealing because of poor academic performance, the student must explain to the Committee whether he/she used the institutional appeals process to have the grades changed due to an extenuating circumstance each term. The student must also explain each term of poor academic performance.)*

If you are appealing due to death of a family member/non-immediate family member, did you include a letter from the counselor explaining how this traumatic extenuating circumstance affect your academic performance?

Transcripts

Did you send or request for transcripts to be sent for all of the colleges/universities you have attended (including transcripts for any courses you took in high school where you received college credit)? Is each transcript in an official, sealed envelope from the institution? Have they been delivered to the Commission by the October deadline?