1. Prior to engaging with the “Student Eligibility Appeal Request” form, **disable your browser’s pop-up blocker** to allow the form to open in a second window.

2. Go to your Student Center in [ConnectCarolina](#). Click on the “other academic...” dropdown box on the left side of the screen. From the dropdown list, select “Appeal for Probation.”
3. Review the form instructions carefully. Some of your basic information will be pre-populated in the Student Information section.

4. Select the reason(s) for your appeal in the Student Reasons for Appeal section.
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5. Select your **Preferred Enrollment Term** from the **Student Desired Enrollment** section. This is the term in which you want to take classes if your appeal is approved.

6. If you select Fall or Spring for your **Preferred Enrollment Term**, another box will appear for **Preferred Enrollment Type**. This correlates to the number of hours you would like to take (Full time, Underload, Part Time). Select your preference from the dropdown menu. Tip: For more information about enrollment options, see “What Are My Appeal Options?” on the **Appeals webpage**.

7. Enter the number of hours you want to take in the **Preferred Number of Hours** box. If you do not enter a number, the form field will default to “0”.
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8. Attach your Letter of Appeal, Plan of Action, and Supplemental Documentation in the File Attachments section. If you need to add additional documentation, you can do so by clicking the Add Row button, then uploading your attachment in the new row. *Tip: For tips on preparing your letter of appeal, plan of action, and supplemental documentation, see “What Should Be Included In My Appeal?” on the Appeals webpage.*

9. Acknowledge each message in the Action Items section by clicking each checkbox. If you are not currently enrolled in classes, you will see a message indicating that you must apply for readmission through the Undergraduate Admissions office. If you are currently enrolled, this message will not appear.
How to Submit Your Appeal for Probation

10. Type any additional comments you would like the evaluators to see in the Comments section. You will not be able to update your application once you submit, so take a moment to review it thoroughly before clicking Submit.

11. After you click Submit, you will be taken to a confirmation page. This page has your submission information as well as important instructions about the review process, so be sure to print this page for your records! You will also receive an email confirming your submission.

12. You should receive a decision by email within two weeks of your appeal submission. If you experience any technical difficulties while attempting to submit the appeal, contact the ITS Service Desk or call 919-962-HELP.