

## Scholarship Appeal Policy & Process

The loss of any merit-based scholarship may be appealed only once during a student's academic tenure at the law school. A student who appeals to the Scholarship Appeals Committee must submit an appeal packet that consists of:

- a) A detailed memorandum (1-2 pages) explaining the basis for their request for continued merit-based scholarship funding.
- b) Supporting documentation. Please Note: A copy of your Academic History is not considered supporting documentation.
- c) One letter of support from a faculty member. All letters must be signed (physical or electronic) and submitted on letterhead.
- d) Completed Scholarship Appeal Certification Form (provided by the Office of Financial Aid along with the forfeiture letter).

In reviewing all such appeals, the Scholarship Appeals Committee will conduct a thorough and holistic assessment. This assessment may include a request for additional information such as, but not limited to, an interview. Following its assessment, the Scholarship Appeals Committee may approve or deny any appeal for continued merit-based funding.

Alternatively, the Committee may grant a conditional approval of continued merit-based funding. Any such conditional approval will be premised upon the student's successful completion of an Academic Performance Plan (APP). The terms of the APP will be created by the Scholarship Appeals Committee and may or may not include aspects of the student's detailed explanation for improvement that was submitted with their appeal. Merit-based scholarships will not be restored under a conditional approval until after the APP is completed by the student. For most students, this will take at least one full semester.

All completed appeal packets should be emailed to [lawschappeal@udc.edu](mailto:lawschappeal@udc.edu) with the Subject Line: SCHOLARSHIP APPEAL REQUEST. After receipt, the Committee will typically complete its review within 10 business days.

During the appeal process, all questions or concerns should be emailed to the Scholarship Appeals Committee at [lawschappeal@udc.edu](mailto:lawschappeal@udc.edu).