

If you need this document in another format, please contact Shanta Ghimire at 470-239-3028 or email shanta.ghimire@ung.edu.

## **MS in Counseling Graduate Program Admissions Appeal Policy**

The Counseling Graduate Program at the University of North Georgia is committed to ensuring a fair and transparent admissions process. Applicants who have been denied admission may appeal the decision based on the guidelines outlined below.

### **A. Appeals Process for Applicants Denied an Invitation to Interview**

Applicants who are not extended an invitation to interview will receive a formal notification of the decision. If you wish to appeal this decision, you may do so by submitting a written appeal to the Admissions Committee.

- **Appeal Deadline:** Applicants have **up to two weeks** from the date of receiving their decision notification, or **up to two weeks prior** to the day of the first scheduled Interview Day (whichever comes first), to submit their appeal. Interview Days vary for each admission cycle, and are communicated to applicants upon submission of their application for admission.
- **Reason for Appeal:** Appeals may be submitted on the grounds of new, relevant information not previously considered, or if there was an error in the application review process.

**Please Note:** Attending the Interview Day **in person** is mandatory for all candidates who wish to be considered for admission to the program. The in-person interview process is paramount in our assessment of your interpersonal skills, which are salient to being mental health professionals.

Applicants who appeal and are granted reconsideration for an invitation to Interview Day must be available to attend.

### **B. Appeals Process for Candidates Denied Admission After Interview Day**

Candidates who have participated in the Interview Day and are subsequently denied admission may appeal the decision by submitting a written appeal to the Admissions Committee.

- **Appeal Deadline:** Applicants have **up to two weeks** from the date of receiving the decision notification to submit their appeal.
- **Reason for Appeal:** Appeals may be based on new, relevant information, or if there was an error in the admissions review process that may have affected the final decision. Appeals **may not** be submitted on the basis of being unable to attend the **mandatory** in-person Interview Day.

### **Submission Guidelines for Appeals**

- **Format:** Appeals must be in the form of a typed document and submitted via email along with any relevant supporting documentation. The typed document should be addressed to

the Chair of the Admissions Committee and should clearly outline the reasons for the appeal.

- **Decision Notification:** The Admissions Committee will review the appeal and notify the applicant of the final decision **within two weeks** of receiving the appeal.

#### **Additional Information**

- The Admissions Committee's appeal decision is final.
- Submitting an appeal does not guarantee a change in the decision.
- Applicants will not be allowed to resubmit their application or appeal decisions multiple times. Only one appeal is allowed per applicant, per application period.

The Counseling Department values your interest in the Counseling Graduate Program at the University of North Georgia and appreciate the time and effort you have put into your application. Please feel free to contact the Counseling Department with any questions about this policy or the appeals process.