

# APPLICATION FOR APPEAL

The University of Texas at Tyler  
3900 University Boulevard, Tyler TX 75799  
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Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
*Last First MI*

Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Nature of Appeal:  Financial Aid  Scholarships  Student Records / Enrollment  6-Drop Exception Review

## **INSTRUCTIONS:**

- I. Carefully complete the student information section above.
- II. Type and attach a letter stating A) the *EXACT* request or outcome desired as a result of your appeal, being as specific as possible, and B) the nature of your appeal and any mitigating circumstances that led to your need to appeal. This is a required part of the appeal and is not considered to be supporting documentation.
- III. Attach an up-to-date, advisor-signed degree plan including a timeline to graduation; your anticipated term of graduation *must* be included. The degree plan is a required part of the appeal and is not considered to be supporting documentation.
- IV. Attach supporting documentation for the mitigating circumstances identified in the appeal. The submitted documentation should provide proof of extenuating circumstances, be current and/or match the timeline presented in the appeal, and be relevant to the circumstances of the appeal. It is the responsibility of the student alone to determine what supporting documentation is appropriate for their appeal, and to obtain/attach those items.
- V. Submit completed form with all required documentation to the Enrollment Services Center (ADM 230).
- VI. Await your official appeal outcome message, which will be sent to your Patriot email account.

## **NOTES:**

- **Any appeal submitted for Student Records/Enrollment without proper supporting documentation, as outlined above, will be automatically denied as incomplete/invalid and will not be reviewed by the Student Appeals Committee.**
- **Certain items may not be appealed, and any such requests will be automatically denied as invalid.** These include, but are not limited to the following: Academic Probation/Suspension status, the Repeating Courses policy, Return of Title IV financial aid funds, complete removal of a course in which a student was enrolled as of the relevant Census Date from the transcript, financial aid programs minimum and/or maximum award amounts.
- Grade appeals are not handled via this form; please consult with your instructor or Department Chair.
- Appeals approved for waivers of non-resident tuition due to Excessive Hours are for a single semester only. Students wishing to appeal this over multiple semesters must re-appeal each semester.
- If a financial aid appeal is approved, the student will be placed on **financial aid probation** and awarded for one semester only. Evaluation for successful completion of the academic terms and conditions will take place after grades are posted to the transcript. Suspension status will be lifted for students with successful completion and a revised award notice with the next semester award amounts will be sent to the student. Students with unsuccessful completion during the probationary term will remain on financial aid suspension until eligibility is re-instated. (refer to the Satisfactory Academic Progress Policy at [www.uttyler.edu/financialaid](http://www.uttyler.edu/financialaid) )
- Subsequent appeals may not be requested using the same circumstance.

## **SPECIAL CIRCUMSTANCES AFFECTING DOCUMENTATION REQUIREMENTS:**

The circumstances listed in this section are the only scenarios in which a student is excused from some portion of the normal documentation.

- Students appealing for a waiver of non-resident tuition charges due to excessive hours during their semester of graduation are eligible for a one-time-only automatic approval. Submission of the Application for Graduation and Application for Appeal (with typed statement) forms fulfills the requirements for this special approval.
  - Students applying for a waiver of non-resident tuition charges due to excessive hours outside their semester of graduation, or who have previously exhausted their one-time automatic approval, must supply full supporting documentation per normal procedures.
  - Financial Aid Suspension due to excessive hours is a separate matter and requires full documentation.
- Transient and Non-Degree Seeking students are excused from the degree plan requirement.
- Freshman-level students still required to enroll through Academic Success may submit a UT Tyler Core Curriculum Check-Off Sheet in place of a degree plan, and do not have to include an anticipated term of graduation.
- Undecided undergraduate students, who are not freshman required to enroll through Academic Success, must submit a core curriculum review and general summary of minimum upper-division requirements to earn a degree. These may be obtained from Michael Millett or Stephanie Harding (HPR 129).
- Students appealing for a 6-Drop Exception Review must submit the typed letter listed as item II under Instructions on the first page of this document. This letter must include a list of each “W” grade the student wishes to have reviewed for an exception from the 6-Drop rule including the course prefix and number (EX. MATH 1314), the semester the course was withdrawn from, what institution it was taken at in the case of transfer credits, and which exception each course is to be reviewed under. Appropriate documentation must be supplied in support of the claimed exemption reason for each course.

The 6-Drop policy, available exception reasons, and lists of appropriate/acceptable documentation for each reason can be found online at the following website: <http://www.uttyler.edu/registrar/policies/sixdroprule.php>

For further information, review the *Academic Grievances* policy under the *Undergraduate Academic Policies* section of the Catalog, which you can reference online at [www.uttyler.edu/catalog](http://www.uttyler.edu/catalog).