

APPEAL FOR EXCEPTION TO ACADEMIC POLICY
Undergraduate Education

Use this form to appeal or petition special exceptions to existing policies except non-academic withdrawal and Academic Excellence Scholarship program policies. It is the student's responsibility to read and understand all of the policies related to the exemption they are seeking, to submit all information in a timely manner, and to be aware of any and all deadlines that could be affected by the decision. **Please note:** There may be other forms that must be completed before an appeal will be considered.

I. Procedure

- A. Students should complete this form with an explanation of the circumstances to be considered for exceptional consideration.
- B. Any supporting materials that the student believes relevant and would like the Office of Undergraduate Education to consider should be submitted in a sealed envelope with this form.
- C. The completed form, an unofficial transcript, and any additional supporting materials should be submitted to the Office of Undergraduate Education (UT Dallas Office FO 2.710) for consideration.
- D. Any appeal of program, department, or school policy requires the signature of the advisor and Associate Dean for Undergraduate Education in that school before the Dean of Undergraduate Education will consider the appeal. In some circumstances the Dean of the School's signature may also be required.

II. Notification

- A. The student will receive **written** notification of the Office of Undergraduate Education's decision within 10 working days after submission of a completed appeal.
- B. Notification will be provided via e-mail to the student's UT Dallas e-mail address. If the student does not have an active UT Dallas e-mail address, a letter will be mailed to the address provided on the form.

III. Appeal

- A. Any appeal of the Dean of Undergraduate Education's decision is in accordance with the policies identified in the UT Dallas Undergraduate Catalog. (Please consult the UT Dallas Undergraduate Catalog for more information).

Please submit the following information, an unofficial transcript, and any additional supporting documentation to UT Dallas Office FO 2.710.

Name (please print):
UTD ID #:
Major:
Address:
E-mail: My UT Dallas e-mail address is active. Yes _____ No _____
Telephone:
Request: Please select one of the following reasons for appeal. Include brief explanation of the exception you wish to be considered or the decision you are appealing.* <input type="checkbox"/> 24/30 Rule <input type="checkbox"/> Registration (Drop/Add) <input type="checkbox"/> Early Admission to Fast-Track <input type="checkbox"/> Other <input type="checkbox"/> Re-Admission <input type="checkbox"/> Withdrawal <input type="checkbox"/> Graduation
<i>*Note: Some requests require additional forms</i>
Reason: Explain the circumstances requiring consideration of this exception or why you are appealing the previous decision.
Resolution: State the course of action you are requesting.

I have read and understand all of the policies related to the exemption that I am seeking. I certify that the information provided with this appeal is complete and accurate. I understand that providing false or misleading information will result in a referral to the Dean of Students and Judicial Affairs.

Student Signature _____

Date _____

Advisor has reviewed form and documentation.

Advisor Name (please print) _____

Advisor Signature _____

Date _____

Advisor Extension _____

Would like to be notified once form is processed: Yes _____ No _____

Advisor remarks:

Associate Dean's Decision:

Approved _____ Not Approved _____

Associate Dean Signature _____

Date _____

Associate Dean's remarks:

Office of Undergraduate Education Use Only

Appeal Form:

Date Received _____ Received By _____

Unofficial Transcript / Supporting Documentation Provided:

Yes _____ No _____

Dean's (or Dean's designee) Decision:

Approved _____ Not Approved _____

Dean Signature _____

Date _____