



DIVISION OF STUDENT SUCCESS

Early Readmission Appeal Form

Approving an appeal requires waiving an academic policy under extenuating circumstances. This requires substantial evidence that waiving such a policy would be in the best interest of the student, the institution, and is equitable. **This form is not for students that sit out their dismissal period. Additionally, it is only required for students advised by the University Advising Center, University Studies, College of Liberal Arts, and School of Social Work. Early Readmission Appeals are due 10 days before Fall & Spring terms. Students dismissed after Summer terms may be considered through the 3rd day of the Fall term.**

Section 1 – Completed by Academic Advisor

Complete this section only if you support the student's Early Readmission Appeal. A signed degree plan must be attached to this form

Student Name _____ UTA ID _____ Cumulative GPA _____
Current Major _____ Phone Number _____ UTA Email _____
Academic Advisor Signature _____ Date _____

Section 2 – Completed by Student

Note: Financial Aid requires a separate appeal process called Satisfactory Academic Progress (SAP). Information regarding SAP appeals is available on the [Satisfactory Academic Progress Policies and Procedures website](#).

Please answer the following questions

1. If readmitted, how many hours will you be working during the semester? _____
2. How many credit hours are you requesting to take your returning semester? _____
Note: If approved, your Readmission Contract will stipulate your allowed hours
3. _____ [Initial] I understand that Undergraduate students who enrolled in/after Fall may be required to pay non-resident tuition rates when they exceed 45 hours more than is required to complete the degree program and that additional information is posted on the [Student Accounts website](#) and [University Catalog](#).
4. What is your first choice major? _____
5. If you are unable to pursue your first choice major, what other major(s) are you interested in pursuing? _____

Personal Statement & Supporting Documentation

Write a personal statement responding to the following questions:

- o Describe the general reasons for academic struggles (self-imposed and/or external).
- o Address the specific course(s) you struggled in.
 - What resources did you use to maximize your success?
 - What prevented you from dropping the course(s) by the drop deadline?
 - If applicable, what changed between the drop deadline and end of term?
- o What have you changed since your previous enrollment here to enable academic success?
- o What specific steps do you plan to take to be successful? What academic support services will you use when you return?
- o How many hours per week are you employed? If applicable, what is your plan for balancing work and school?
- o What is your backup plan if you are not granted readmission?
- o Provide any other information or documentation pertinent to this request. Examples include, but are not limited to:
 - Letter from a medical professional confirming that the diagnosis and/or treatment plan negatively impacted academics and a statement of support for early readmission.
 - Police report for a car wreck (i.e. student no longer had the means to travel to and from campus).
 - Letter from a treating physician for extenuating circumstance, such as incapacitation, surgery, hospitalization, etc.

Student Signature _____ Date _____

Section 3 – Completed by Advising Lead

Appeal Decision: _____ Approved _____ Not Approved

Advising Lead Signature _____ Date _____

ENROLLMENT CONTRACT

Date: _____ Major: _____ Minor: _____

Student ID: _____ Student Name: _____

Phone Number: _____ Email Address: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> TSI (state law) | <input type="checkbox"/> General Enrollment | <input type="checkbox"/> Dismissal Two |
| <input type="checkbox"/> 30 Hour (state law) | <input type="checkbox"/> University Probation | <input type="checkbox"/> Subsequent Dismissal |
| <input type="checkbox"/> Math Only | <input type="checkbox"/> Academic Warning | <input type="checkbox"/> College/Major/Minor Probation |
| <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> Dismissal One | <input type="checkbox"/> College/Major/Minor Dismissal |

Required Performance Level for _____ (Semester/Year)
 Student must earn no less than _____ Overall GPA OR _____ Semester GPA for continuance.

Grade Point (GP) Deficiency Calculator

OVERALL	MAJOR or MINOR	COLLEGE
CURRENT GPA _____	CURRENT GPA _____	CURRENT GPA _____
Hours Attempted _____	Hours Attempted _____	Hours Attempted _____
(X) Desired GPA _____	(X) Desired GPA _____	(X) Desired GPA _____
(=) GP Needed _____	(=) GP Needed _____	(=) GP Needed _____
(-) GP Earned _____	(-) GP Earned _____	(-) GP Earned _____
(=) GP Deficiency* _____	(=) GP Deficiency* _____	(=) GP Deficiency* _____

<p>*Deficiency Scales <i>Impact per 3-hour course</i></p> <p>2.0 GPA Scale A = + 6 B = + 3 C = 0 D = - 3 F = - 6</p> <p>2.25 GPA Scale A = + 5.25 B = + 2.25 C = - .75 D = - 3.75 F = - 6.75</p> <p>2.5 GPA Scale A = + 4.5 B = + 1.5 C = - 1.5 D = - 4.5 F = - 7.5</p> <p>2.75 GPA Scale A = + 3.75 B = + .75 C = - 2.25 D = - 5.25 F = - 8.25</p> <p>3.0 GPA Scale A = + 3 B = 0 C = - 3 D = - 6 F = - 9</p>
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Course Subject and Number	Required Grade	Other Requirements/Notes	**Must Grade Forgive the Following:
			File Between
			To

****Grade Forgiveness must be initiated by the Academic Advisor.** They will post only after approvals and if student is currently enrolled past Census of the semester in which they are filed. They will not remove any academic restrictions placed on the student.

- I understand and will follow the restrictions noted above. Any changes or alterations must first be approved by my major advisor. Non-compliance may impact my future enrollment.
- My future enrollment will not be discussed until grades post for the contract semester.

_____ Student Signature	_____ Date	_____ Advisor Signature	_____ Date
		_____ Advisor Name	_____ Extension

Referrals and Resources

- | | |
|---|---|
| <input type="checkbox"/> Academic Coaching, Ransom Hall 206, 817-272-3685 | <input type="checkbox"/> Registrar, UAB 129, 817-272-3372 |
| <input type="checkbox"/> Academic Testing Services, University Hall 004, 817-272-2362 | <input type="checkbox"/> Student Accounts, UAB 1st Floor, 817-272-2172 |
| <input type="checkbox"/> Counseling and Psychological Services, Ransom Hall 305, 817-272-3671 | <input type="checkbox"/> Student with Disabilities, University Hall 102, 817-272-3364 |
| <input type="checkbox"/> Departmental Tutoring, Course Instructor | <input type="checkbox"/> University Advising Center, 1st Floor Ransom Hall, 817-272-3140 University |
| <input type="checkbox"/> Financial Aid, UAB 252, 817-272-3561 | <input type="checkbox"/> Tutoring (Academic Success Center), Central Library 2nd Floor 817-272-2617 |
| <input type="checkbox"/> Math Clinic, Pickard Hall 325, 817-272-5674 | <input type="checkbox"/> Writing Center, 411 Central Library, 817-272-2601 |