



DIVISION OF STUDENT SUCCESS

Early Readmission Appeal from Academic Dismissal Process

Students Advised by the University Advising and Engagement Center (UAEC)

This form is not intended for students who have sat out their dismissal period

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. **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.** This page outlines the process for First year or undeclared undergraduate students seeking early readmission from an academic dismissal that have sufficient support and evidence to demonstrate their ability to be academically successful. See UTA catalog for policy on [Academic Dismissal](#).

Step 1 – Meet with an Academic Advisor

Meet with your academic advisor in the University Advising Center to determine viability of appeal.

- With the advisor, students will complete the **Early Readmission Appeal Form** from the [Division of Student Success](#) website
- Students seeking financial aid eligibility will also require an **Enrollment Contract**

Step 2 – Write a Personal Statement (appeal letter)

Write a personal statement responding to the following questions:

- Describe the general reasons for academic struggles (self-imposed and/or external).
- 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?
- What have you changed since your previous enrollment here to enable academic success?
- What specific steps do you plan to take to be successful? What academic support services will you use when you return?
- How many hours per week are you employed? If applicable, what is your plan for balancing work and school?
- What is your backup plan if you are not granted readmission?
- 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.

Step 3 – Appeal Submission

For students advised by the University Advising and Engagement Center, e-mail the completed appeal form, personal statement, and documentation of extenuating circumstances to the University Advising and Engagement Center at uac@uta.edu (Subject Line: Early Readmission Appeal for FIRST LAST (100xxxxx)). Your advisor will submit the completed appeal form, personal statement, and documentation of extenuating circumstances to the Director of First Year Advising and Assistant Vice Provost for Academic Advising and Engagement in the Division of Student Success. Submission of completed appeals must be received by the AVPAAE in accordance with university deadlines.

In summary, to be considered for early readmissions the following items must be received by the AVPAAE:

- | | | |
|---------------------------------|-------------------------|--|
| ✓ Early Readmission Appeal Form | ✓ Student Appeal Letter | ✓ Documentation of extenuating circumstances |
|---------------------------------|-------------------------|--|

You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

Early Readmission Appeal from Academic Dismissal Process

Students Advised by Colleges/Departments

This form is not intended for students who have sat out their dismissal period

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. **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.** See UTA catalog for policy on [Academic Dismissal](#).

Step 1 – Meet with an Academic Advisor

For students whose department accepts early appeals, meet with your academic advisor to determine appeal viability.

- The following colleges do not consider early readmission appeals:
 - College of Architecture Planning and Public Affairs
 - College of Business
 - College of Education
 - College of Engineering
 - College of Nursing and Health Innovation
 - College of Science
- With the advisor, students will complete the **Early Readmission Appeal Form** from the [Division of Student Success](#) website and any forms specific to your college/department.

Step 2 – Write a Personal Statement (appeal letter)

Write a personal statement responding to the following questions:

- Describe the general reasons for academic struggles (self-imposed and/or external).
- 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?
- What have you changed since your previous enrollment here to enable academic success?
- What steps do you plan to take to be successful? What academic support services will you use when you return?
- How many hours per week are you employed? If applicable, what is your plan for balancing work and school?
- What is your backup plan if you are not granted readmission?
- 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.

Step 3 –Appeal Submission

*Follow the submission instructions provided by your advisor. On behalf of the student, the Assistant/Associate Dean of the college/school will submit the completed appeal form, personal statement, and documentation of extenuating circumstances to the Assistant Vice Provost for Academic Advising and Engagement (AVPAAE) in the Division of Student Success. **Submission of completed appeals must be received by the AVPAA in accordance with university deadlines.***

In summary, to be considered for early readmissions the following items must be received by the AVPAAE:

- | | | |
|---------------------------------|-------------------------|--|
| ✓ Early Readmission Appeal Form | ✓ Student Appeal Letter | ✓ Documentation of extenuating circumstances |
|---------------------------------|-------------------------|--|