



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 and Engagement 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 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 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 College/School/Department Designated Approver

Appeal Decision: _____ Approved _____ Not Approved
Approver Signature _____ Date _____

