



**School of Arts and Sciences**  
 3007 N. Ben Wilson, Victoria, TX 77901  
 Fax 361-580-5507

# Appeal Form

This School of Arts & Sciences will only consider exceptions to its published policies and/or procedures based on a formal appeal filed by the student. Students must initiate an Appeal by the end of the semester, following the relevant term. ***Please attach this completed form as a cover sheet for your Appeal.***

1. Complete the student portion (top half) of the form.
2. **Attach a letter** explaining and supporting your Appeal. Your letter should be specific and include all relevant names and dates, copies of correspondence, syllabi, transcripts, etc., which will assist the School of Arts & Sciences in evaluating your appeal.
3. Return the completed Appeal form, letter and supporting documentation to the address or fax number listed above. Please allow four weeks for a response.

STUDENT INFO			
<i>Date:</i>		<i>Relevant Term:</i>	
<i>Name:</i>			<i>Student ID#:</i>
<i>Address:</i>			<i>City, State, Zip Code</i>
<i>Home Phone:</i>		<i>Cell Phone:</i>	
<i>UHV Email Address:</i> <small>Note: All correspondence will go to your UHV Email Account.</small>			

**Policy or Procedure being Appealed:**

**Explanation/Summary of Appeal:**

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**BOTTOM PORTION FOR OFFICE USE ONLY**

**Recommendations and comments:**

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Approved       Disapproved

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Signature Title Date

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Dean's Signature Date