



APPEAL FORM

Return the completed appeal cover sheet, letter, and applicable documents using the contact information below.

By mail: University of Houston-Victoria School of Nursing 3007 North Ben Wilson Victoria, TX 77901

By email: nursing@uhv.edu

By fax: 361-580-5596

The School of Nursing 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 Nursing in evaluating your appeal.
3. Return the completed Appeal form, letter and supporting documentation to the address or fax number listed below. Please allow four weeks for a response.

<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>	
<i>Note: All correspondence will go to your UHV Email Account.</i>	

Policy or Procedure being Appealed:

Explanation/Summary of Appeal:

Explanation/Summary of Appeal:

BOTTOM PORTION FOR OFFICE USE ONLY

Recommendations and comments:

Approved Disapproved

Signature Title Date

Dean's Signature Date

This document is official only when it bears all signatures.