



University of Houston-Victoria

OFFICE OF THE REGISTRAR AND STUDENT RECORDS

3007 N. Ben Wilson, Ste. 122

Victoria, TX 77901

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Appeal to Graduate

The University of Houston-Victoria allows graduates to participate in the Commencement ceremony for the term in which they are officially graduating. If you failed to meet the deadline to apply to graduate, you may attempt to appeal the deadline by submitting an Appeal to Graduate Form and a graduation application (Step 1 below). **Deadline to appeal your participation in the Commencement ceremony must be submitted no later than ten (10) business days after the application for graduation deadline.** The Office of the Registrar and Student Records will only consider exceptions to its published policies and/or procedures based on a formal appeal filed by the student.

1. If you have not completed a graduation application log in to MyUHV Self-Service and click on Degree Progress/Graduation>Apply for Graduation. Apply to the most current date available.
2. Complete the student information on the Graduation Appeal form below.
3. Give a brief explanation as to why you missed the deadline to apply to graduate.
4. **Return the completed appeal form to the address, fax number, or email listed above.** Please allow three business days from the date the appeal is received in the Office of the Registrar and Student Records for processing. Once a decision is made, you will be notified of the outcome of your appeal through the e-mail you have listed below.

STUDENT INFORMATION – Please print legibly.		
Date:	Graduation Term:	List Degree Seeking:
Name:		Student ID #
Address:		City, State, Zip:
Preferred Phone:	E-mail:	
Explanation for Appeal:		
Student’s Signature:		Date:
Office Use Only:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Comment:		
ORSR Signature:		Date: