

University of Houston-Victoria College of Business Appeal Form

The College of Business will only consider exceptions to its published policies based on a formal appeal filed by the student. ***This form should be used as a cover sheet for your appeal.***

INSTRUCTIONS:

1. Complete the top half of the form, providing your contact information and the nature of your appeal.
2. Attach a letter explaining and supporting your appeal. Your letter should be as specific as possible. Include all relevant names and dates, as well as copies of correspondence or other documents (such as syllabi and transcripts) which will assist the College of Business in evaluating your appeal. All appeal letters should assure the College of Business that the quality of education you receive from us will not be diminished by a decision to grant your appeal.
3. Return the complete appeal cover sheet, letter of explanation, and applicable documents using the contact information below.
 - a. By email: busadvisor@uhv.edu
 - b. By fax: 361-580-5529
 - c. By mail: UHV College of Business, 3007 N Ben Wilson St, Victoria TX 77901

TO BE COMPLETED BY STUDENT:

Name:

Student ID:

Email:

Program:

I respectfully request that the College of Business (select one):

- Allow me to transfer a course previously completed at another institution to satisfy a UHV degree requirement. *(Attach transcript and syllabus).*

Transfer course:

UHV course:

- Approve in advance the transfer of a course from another institution to satisfy a UHV degree requirement. *(Attach transcript and syllabus).*

Transfer course:

UHV course:

- Other (please explain):

FOR OFFICE USE ONLY:

Signature Authority, College of Business Administration

Date