

Date

**University of Houston-Victoria
School of Business Administration
Appeal Form**

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

Instructions (DO NOT USE THIS FORM FOR TUITION APPEALS OR FINANCIAL AID APPEALS.)

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 SBA in evaluating your appeal. All appeal letters should reassure SBA that the quality of the education you receive from us will not be diminished by a decision to grant your appeal.
3. Return the completed appeal cover sheet, letter, and applicable documents using the contact information below.

By email: busadvisor@uhv.edu

By fax: 361-580-5529

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

Please allow 2-3 weeks for a decision on your appeal.

Name PeopleSoft ID Email

Address City State Zip

Phone

Program

I respectfully request that SBA:

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 syllabus.)*

Transfer Course: UHV Course:

Other:

FOR OFFICE USE ONLY

Recommendation and Comments:

Approved

Denied

Signature Authority, SBA

Date

Signature Authority, SBA

Date