



Name \_\_\_\_\_

UT EID \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**INSTRUCTIONS**

1. State your request below. You may attach additional pages as needed, but be sure to provide a one-sentence description of your request below. Do not write on the back of this form.
2. Attach copies of any documentation that lends support to your appeal. Please do not attach original documents, as they will not be returned to you.
3. Submit this appeal form, your written statement, and any supporting documentation to the Student Division by one of the following:
  - In person: Gebauer (GEB) 2.200.
  - Fax: 512.471.5393 (Attn: Records). Call 512.471.4271 to confirm your fax has been received.
  - Email: asklibby@austin.utexas.edu. A confirmation email will be sent when your request has been received.
4. You will be notified of the decision online via Secure Academic Note (SAN). Please allow at least two weeks for processing.

**REQUEST AND REASONING**

By signing below, I affirm that all statements and documents I submit in support of my appeal are true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Appeal Decision \_\_\_\_\_

Advisor's Initials \_\_\_\_\_

Dean's Signature \_\_\_\_\_

Date \_\_\_\_\_

Notice Concerning Your Information: The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that The University of Texas at Austin collects about you. It also gives you the right to request a copy of that information and to have the University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713 (email: cfo@www.utexas.edu).