



Name _____

UT EID _____

Email _____

Phone _____

INSTRUCTIONS

Note: Students should use this form immediately upon being placed on scholastic dismissal to appeal for continuation on scholastic probation. If the appeal is approved, the dismissal will be removed from the record. Students who are appealing to return after the term of a second dismissal must submit the **Appeal to Return from Second Dismissal** form.

1. Attach a statement explaining why you did not meet the terms of your SUCCESS Agreement. You should discuss the following: a) the issues that contributed to your academic performance; b) how you will/have resolve(d) these issues.
2. If you cite nonacademic circumstances in your appeal, provide relevant documentation. Do not attach original documents as they will not be returned to you.
3. If you have an incomplete (X) grade and/or are anticipating a grade change, it is imperative that the final grade be on your academic record when you submit your appeal.
4. 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.
5. You will be notified of the decision online via Secure Academic Note (SAN). Please allow at least two weeks for processing.

FUTURE ACTION

- If your appeal is approved, the dismissal will be removed from your record. You should meet with your academic advisor to review scholastic issues and resources.
- If your appeal is denied and this is your first dismissal, the dismissal will remain on your record and you will need to apply for readmission to the university. You will not need to fill out an appeal to the college. For application and deadline information see bealonghorn.utexas.edu/former/requirements/index.html.
- If your appeal is denied and this is your second dismissal, your return must be approved by the college as well as the university and is not guaranteed. As such, you should meet with your academic advisor to discuss your options, including the possibility of returning early.
- If your appeal is denied and this is your third dismissal, contact the Student Division to discuss options.

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 _____

Dismissal Number _____

Semester Eligible to Return _____

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).