

Undergraduate Admissions Appeal Form

Appeals Request:

Applicants to the University of Texas at San Antonio (UTSA) who do not meet admissions policies to continue with the applied semester may submit an appeal to the university appeal committee for consideration. Students can appeal only if they have new significant information such as; test scores, grades or personal circumstances that may have affected their ability to meet admission policies. Every student has access to an admissions counselor for additional assistance. We highly recommend that each student submitting an appeal meet with an admissions counselor prior to submission.

The following items must be received in the One Stop Enrollment Center by the appropriate deadline in order for the appeal to be considered:

- The admissions appeal form completed legibly and in its entirety
- An explanation of reason(s) for the appeal, not to exceed 500 words
- Documentation of new significant information
- Letter of recommendation (Letter of support from a reference that can endorse student academic success at UTSA)

Procedural Information:

- The UTSA University Appeals Committee meets every six to eight weeks or on a "as needed" basis.
- Only complete appeals received by the deadline will be reviewed by the committee.
- Each appeal is considered on its own merit.
- ALL decisions of the committee are final.
- Deadlines:

Admissions Appeal Deadlines	
Spring Term	December 15
Summer Term	May 15
Fall Term	August 1

This completed form can be submitted in-person to the One Stop Enrollment Center.

Mailing Address:
Office of Undergraduate Admissions
JPL 1.01.14
One UTSA Circle
San Antonio, Texas 78249
(210) 458-8000

Most Frequently Asked Questions

Question: Can I appeal my admissions decision?

Answer: We strongly discourage appeals for admissions decision unless you can provide significant documentation (ACT/SAT test scores, high school transcript or college transcript) that was not included as part of the original admissions file.

Question: Can I submit an appeal to the university appeal decision?

Answer: Unfortunately the University Appeals decision is final and cannot be appealed.

Question: Can I appeal my petition for reinstatement?

Answer: No. Petitions are review by the Associate Dean of your college; the admissions department has no bearing on petitions whatsoever.

Question: How long will it take for me to get a decision on my appeal?

Answer: The Appeal Committee meets every six to eight weeks or as needed. Please continue to check your ASAP account and e-mail for updates.

Question: Can I fax my appeal?

Answer: No, appeals must be mailed in to or hand delivered to the One Stop Enrollment Center.

Question: Does a granted appeal mean I will be admitted?

Answer: No, each file is reviewed on a case by case basis. A granted appeal does not mean an admission decision has been made.

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Question: Who can help me with my appeal?

Answer: Every student has access to an admissions counselor for additional assistance. We highly recommend that each student submitting an appeal meet with an admissions counselor prior to submission.

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First Name: _____ Middle Initial: _____ Last Name: _____

myUTSA ID (abc123): _____ Contact Phone Number: _____

e-mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Term for the Appeal (indicate appropriate term): _____ Anticipated Major: _____

Type of Application on File (indicate appropriate category):

- First-Time Freshman Transfer Re-Admit Non-Degree Seeking None

Please indicate the type of Appeal you are submitting below:

- Admissions Decision
 Missing the Application Deadline
 Necessary documents (i.e. transcript(s), test scores, application fee, not received by deadline)

Other: _____

I have read and agreed to the terms of the UTSA Undergraduate Appeal as state on the form 1 and 2 of the Admissions Appeal Form.

Applicant Signature: _____ Date: _____