The following items must be received in the Office of Undergraduate Admissions by the appropriate deadline in order for the appeal to be considered:

- The form completed legibly and in its entirety
- A letter explaining the reasons* for the appeal, not to exceed 500 words
  * Probable reasons for appeal to be explained include the following: Medical, Military, Family Emergency/death, Miscommunication with college staff, Failed receipt of requested documents
  
  NOTE: Information that can document/support your reason(s) for the appeal would be most appropriate to include.

Procedural Information:
- The UTSA Undergraduate Admission Appeal Committee meets on an “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:
  - Spring Term
  - Summer Term
  - Fall Term

  
  December 17
  May 15
  August 1

  
Frequently Asked Questions

Q: Can I submit an appeal to the appeal deadline?
A: Unfortunately the appeal deadline is final and cannot be appealed.

Q: Can I appeal my petition for reinstatement?
A: No, petitions are reviewed by the academic colleges; the Office of Undergraduate Admissions does not make decisions for the Petition process.

Q: How long will it take for me to get a decision on my appeal?
A: That is unknown; if you continue to check your ASAP account you will be updated as soon as a decision is made.

Q: Can I appeal decisions made by an academic college, such as the College of Architecture?
A: The Office of Undergraduate Admissions is not involved in the decision-making processes of the academic colleges. Those are not eligible for the appeal process.

Q: Can I fax my appeal?
A: No, appeals must be mailed to the office of Undergraduate Admissions or hand delivered to the office.

Q: Does a granted appeal mean I will be admitted?
A: No, being able to submit an appeal guarantees that the information provided in the appeal process will be considered. However, decisions are rendered on a case by case basis. Therefore, the opportunity to appeal does not mean that the appeal will be granted or an offer for admission will be made.

Office of Undergraduate Admissions
MS. 2.02.24
One UTSA Circle
San Antonio, Texas 78249
210-458-4599
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First Name: ___________________________ MI: _____ Last Name: ___________________________

myUTSA ID: ___________________________ Contact Phone Number: (______)____________________

Contact E-mail: ______________________________________________________________________

Term for the Appeal (indicate appropriate term) _____ Fall _____ Spring _____ Summer

Anticipated Major: __________________________

Type of Application on file (indicate appropriate category) ____ First-time FR ____ Transfer ____ Readmit ____ Degree Seeker ____ None

Appeal of:
- _____ Admissions Decision
- _____ Missing deadline to apply
- _____ 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 Admissions Appeal as stated on form 1 and 2 of the Admissions Appeal Form.**

Student Signature: ___________________________ Date: ___________________________