The Office of Undergraduate Education

Appeal for Exception to Academic Policy

Use the Appeal for Exception to Academic Policy form to appeal or petition any special exception to existing policies. It is the student’s responsibility to submit all information in a timely manner and to be aware of any and all deadlines that could be affected by the decision.

Procedure

1. Students should complete the Appeal for Exception to Academic Policy form with an explanation of the circumstances to be considered for exceptional consideration.

2. Any supporting materials that the student believes relevant and would like the Office of Undergraduate Education to consider should be uploaded to the form.

3. Upon submission the form will be sent to your advisor for review.

Notification

The student will receive email notification of the Office of Undergraduate Education’s decision.

Appeal

Any appeal of the Dean of Undergraduate Education’s decision is in accordance with the policies identified in the UT Dallas Undergraduate Catalog. (Please consult the UT Dallas Undergraduate Catalog for more information).

Retroactive Non-Academic Withdrawal

Use the Appeal to Request Retroactive Non-Academic Withdrawal form to appeal to the Undergraduate Dean for a retroactive non-academic withdrawal.

Non-academic withdrawal petitions may be submitted at any time during the semester, but no later than 8 weeks into the following semester (including summer). If you wish to petition for a non-academic withdrawal for a semester later than 8 weeks into the following semester you must first petition the Undergraduate Dean to begin the process. For example:

• If it is February 2019 and you are wanting to petition for Fall 2018 you may start the process in an ordinary manner. This is less than 8 weeks into the following semester.

• If it is February 2019 and you are wanting to petition for Fall 2017 you must first appeal to the Undergraduate Dean to ask permission to begin the process. This is more than 8 weeks into the following semester.

Procedure

1. Students should complete this form with an explanation of the circumstances to be considered for exceptional consideration.
2. Any supporting materials that the student believes relevant and would like the Office of Undergraduate Education to consider should be attached to this form.

3. The complete form, an unofficial transcript, and any additional supporting materials should be submitted to the Office of Undergraduate Education (FO 2.710) for consideration.

4. Any appeal of this policy requires the signature of the advisor, advising director, and Associate Dean of Undergraduate Education in that school before the Dean of Undergraduate Education will consider the appeal.

**Notification**

The student will receive written notification of the Office of Undergraduate Education’s decision within 20 working days after submission of a completed appeal.

Notification will be provided via email to the student’s UT Dallas email address. If the student is no longer active at UT Dallas an email will be sent to the email address provided.

**Appeal**

Any appeal of the Dean of Undergraduate Education's decision is in accordance with the policies identified in the UT Dallas Undergraduate Catalog. (Please consult the UT Dallas Undergraduate Catalog for more information).