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).