

Appeal Request

Students who wish to appeal one or more courses for a semester/term due to extenuating circumstances must submit an Appeal Request with supporting documentation for consideration.

APPEAL DEFINITIONS AND CONSIDERATIONS

Appeal Types	Retroactive Withdrawal – Drops or grades of “W” are granted retroactively after published deadlines only under unusual and well-documented circumstances.
	6 Course Drop Limit – Texas Education Code section 51.907 “6 Drop Rule” prohibits dropping more than six classes after Census Day. If the 6 drop limit has been reached, a withdraw “W” grade may be granted due to extenuating circumstances.
	Excess Credit Fee Charge – Appealing the fee applied to any course taken once a student has exceeded 30/45 credit hours over the number of credit hours required for their degree program.
Appeal Reason	Provide details surrounding your appeal and the reason for your request. Include timelines, dates, and detailed explanation of the extenuating circumstance. Additionally, provide an explanation of why the course(s) were not dropped or withdrawn by the deadlines posted on the academic calendar.
Appeal Request	State the course of action you are requesting. Requests vary but can include actions such as withdrawing from a course past the deadline for the last day to withdraw.
6 Drop Rule	If you are not requesting to withdraw from all courses completed in the term you are appealing, the 6 Drop Rule may apply to any “W” (Withdraw) granted. Contact the Registrar’s Office for more details.

SUPPORTING DOCUMENTATION

Students should submit documentation they believe will best support their appeal reason and request. All supporting documentation must clearly note the student’s name and dates that help support the scope of the appeal.

Examples of supporting documentation vary depending on the appeal, but may include:

- Email correspondence between UHD staff/faculty supporting circumstances detailed in the appeal.
- Death certificate of immediate family member.
- Military deployment orders.
- Doctor’s note/health visit summary (must include dates but sensitive information that is not pertinent to the appeal request should be redacted by the student before submitting documents).

FINANCIAL AID IMPACT

Students awarded financial aid are encouraged to contact the Office of Scholarships & Financial Aid to determine the impact on their records if an appeal were approved. More information can be found by visiting [Dropping Classes and Withdrawing](#).

Students wishing to appeal for a balance due to Return to Title IV funds (Pell grant, student loans, SEOG grant) should not submit this appeal form as this process will not waive funds that need to be paid back to the institution.

APPEAL SUBMISSION

Students should submit the appeal once all documentation they would like considered for the appeal has been collected. The Appeal Request form must be filled out in its entirety, signed by the student, and include supporting documentation for the appeal to be ready for consideration. The Appeal Committee will provide a decision based on the information available at the time of review.

Submit an Appeal Request and documentation in person at the Registrar’s Office or through the online submission site.

Registrar’s Office
 One Main Street, N330
 Houston, TX 77002

Online Submission Link
[Submit an Appeal](#)

Appeal Request

STUDENT INFORMATION

Student ID Last Name First Name Phone Number

Fall Spring Summer
Term Appealing Year Email

APPEAL DETAILS

Retroactive Withdrawal 6 Course Drop Limit Excess Credit Fee Charge

Appeal Reason

Provide the details surrounding your appeal and the reason for your request. *If more space is needed, attach an additional sheet.*

Provide explanation of why you did not drop/withdraw from the course(s) by the posted deadline.

Appeal Request

Please explain your desired appeal request.

COURSE INFORMATION

Students are **required** to list **all courses** they would like to be considered for the appeal. Only courses listed below will be considered during review. *If more space is needed, attach an additional sheet.*

Session <i>EX: Regular, Mini, 8W1</i>	Subject and Catalog Number <i>EX: ENG 1301</i>	Course Number <i>EX: 12345</i>	Last Day Attended/Engaged in the Course

CERTIFICATIONS

As a student appealing a course or term, please confirm the following:

I certify that if I received financial aid for the term appealing, I consulted with the Office of Scholarships & Financial Aid on _____ (date) and understand the impact this request may have on my financial aid.

I understand that if I received financial aid for the term appealing, I may be required to return a portion of financial aid funds received during the semester.

I have attached supporting documentation I believe will help support the reason for my appeal request and understand the committee will provide a decision based on the information available at the time of review.

Student Signature

Date