



**Instructions:** Submit this form to the Graduate Studies Office within 5 days of receiving the admission decision. The appeal must be based on the grounds that the denial was a violation of the admissions policy and procedure or the application was not evaluated in accordance with the criteria for admission set forth by the intended graduate program/department. Any appeal submitted without following the procedure outline on this form will be automatically denied. The decision will be sent to the email listed according to the time frame detailed below.

Applicants denied admission to a graduate program may appeal the decision within five days of receiving the admission decision. Any appeal of an admission decision to a graduate program shall be submitted in writing to the Dean of Graduate Studies. The Dean shall have 10 work days to respond to the appeal. If the applicant is not satisfied with the decision, he or she may appeal in writing to the Provost and Vice President of Academic Affairs. The Provost shall respond in writing within 10 work days. The decision of the Provost and Vice President for Academic Affairs is final.

Appeals must be received prior to the term for which the applicant is seeking admission. If there is insufficient time to complete the appeal process before the beginning term for which the applicant seeks admission, the admission semester may be moved to the subsequent semester so the case may be reviewed.

**Section A:** To be completed by the student.

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Graduate Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section B:** Appeal letter may be typed below or attached to this form.

**Section C:** Signatures.

\_\_\_\_\_  
**Printed Name of Student**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Program Head**

\_\_\_\_\_  
**Signature of Program Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Support Y/N**  
(Comments on next page)

**Section D:** To be completed by the Program Head.

Comments:

Submit admissions appeal to: Graduate Studies  
MB 1208  
4901 East University Odessa, TX  
79762  
  
Phone: 432-552-2530  
Fax: 432-552-3530  
Email: gradstudies@utpb.edu

**Section E:** Decision of Dean of Graduate Studies. To be completed by the Graduate Studies Office.

<b>Appeal Status:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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Comments:

\_\_\_\_\_  
**Printed Name of Graduate Studies Dean**

\_\_\_\_\_  
**Signature of Graduate Studies Dean**

\_\_\_\_\_  
**Date**

**Student Requested Appeal to Provost/VP Academic Affairs**

**Section F: Decision of Provost and Vice President of Academic Affairs**

<b>Appeal Status:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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Comments:

\_\_\_\_\_  
**Printed Name of Provost & VP of AA**

\_\_\_\_\_  
**Signature of Provost & VP of AA**

\_\_\_\_\_  
**Date**