

Undergraduate Admissions Appeal Form

Applicants to the University of Texas at San Antonio (UTSA) who do not meet admissions policies to continue with the applied semester may submit an appeal to the university appeal committee for consideration.

Students can appeal only if they have new significant information such as; test scores, grades or personal circumstances that may have affected their ability to meet admission policies. Previously dismissed UTSA students who need to Petition for Reinstatement cannot appeal through the Admissions Appeal committee. Every student has access to an admissions counselor for additional assistance. We highly recommend that each student submitting an appeal meet with an admissions counselor prior to submission.

Directions: The following items must be received in the One Stop Enrollment Center by the appropriate deadline in order for the appeal to be considered:

- The admissions appeal form completed legibly and in its entirety
- An explanation of reason(s) for the appeal, not to exceed 500 words. *Note: Appeals missing the explanation will not be considered.*
- Documentation of new significant information
- Letter of recommendation (Letter of support from a reference that can endorse student academic success at UTSA)

Procedural Information:

- The UTSA University Appeals Committee meets every six to eight weeks or on a “as needed” basis.
- Only complete appeals received by the deadline will be reviewed by the committee. Incomplete applications or appeals will not be considered. It is the applicant’s responsibility to ensure all necessary items are received by the appeal deadline. Each appeal is considered on its own merit.
- ALL decisions of the committee are final.

Deadlines: Spring Term: December 15 Summer Term: May 15 Fall Term: August 1

How to Submit Form: Submit completed form online through the [Document Uploader](#) or mail to: The University of Texas at San Antonio, Office of Undergraduate Admissions, One UTSA Circle, San Antonio, Texas 78249.

- **Fields to select on the Document Uploader:** **Department:** Undergraduate Admission; **Term:** Select Applicable Term; **Category:** Admission Appeals; **Category 2:** UG Admission Appeal; **Document:** Appeal for Undergraduate Admissions Form

FREQUENTLY ASKED QUESTIONS

Question: Can I appeal my admissions decision?

Answer: We strongly discourage appeals for admissions decision unless you can provide significant documentation (ACT/SAT test scores, high school transcript or college transcript) that was not included as part of the original admissions file.

Question: Can I submit an appeal to the university appeal decision?

Answer: Unfortunately the University Appeals decision is final and cannot be appealed.

Question: Can I appeal my petition for reinstatement?

Answer: No. Petitions are review by the Associate Dean of your college; the admissions department has no bearing on petitions whatsoever.

Question: How long will it take for me to get a decision on my appeal?

Answer: The Appeal Committee meets every six to eight weeks or as needed. Please continue to check your ASAP account and e-mail for updates.

Question: Can I fax my appeal?

Answer: No, appeals must be uploaded through UTSA Document Uploader or hand delivered to the One Stop Enrollment Center.

Question: Does a granted appeal mean I will be admitted?

Answer: No, each file is reviewed on a case by case basis. A granted appeal does not mean an admission decision has been made.

Question: Who can help me with my appeal?

Answer: Every student has access to an admissions counselor for additional assistance. We highly recommend that each student submitting an appeal meet with an admissions counselor prior to submission.

