

## ADMISSIONS APPEAL FORM

If you are an undergraduate applicant in either the Office of Admissions or in the Office of International Admissions and Programs and you do not meet regular admission requirements, you may be eligible for further consideration by submitting information that demonstrates potential for college level academic success. Additional consideration may be based on one or more factors, which include: socioeconomic background, parent's level of education, special skills or talents that will enhance the University environment, recent college level academic success and/or the status of a previous school's learning environment.

In order to be reviewed, you must have a completed application on file at UHCL for the current semester that includes the application fee and required transcripts and test scores. You must submit The Admissions Appeals Form directly to the Office of Admissions, at the address on the back of this form, along with a personal statement explaining why you should be reconsidered for admission and the factor(s) you believe form the basis of your request. You are also required to submit at least two (2) letters of support from school counselors, teachers and/or personal references who can confirm that there is reasonable evidence you can succeed academically at University of Houston-Clear Lake.

Requests for reconsideration from applicants who do not have a completed application on file or who fail to include a personal statement and letters of support may not be considered.

Name: \_\_\_\_\_  
                    Suffix                                      First Name                                      Last Name

Address \_\_\_\_\_  
  Number and Street                                      APT #  
\_\_\_\_\_  
                                    City                                      State/Country                                      ZIP

Contact Info (     ) \_\_\_\_\_ (     ) \_\_\_\_\_  
  Home Phone                                      Cell Phone                                      Student ID Number  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
  DOB                                      Email address @ \_\_\_\_\_

Term:    Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer session \_\_\_\_\_ Mini Session \_\_\_\_\_

Program: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FINAL DEADLINES

The Admissions Appeals Review committee meets monthly throughout the year. We encourage you to submit your form as early as possible. Once your appeal is submitted and reviewed, you will receive notification by email of your appeal decision. To be certain that your documents are reviewed and you are able to register for your requested semester (if approved), please submit your packet of materials to the Office of Admissions no later than 5 pm on the final deadline date indicated below:

<b>Spring</b>	<b>December 3</b>
<b>Summer I</b>	<b>May 6</b>
<b>Summer II</b>	<b>June 10</b>
<b>Fall</b>	<b>July 8</b>

If you are admitted through the appeal process and open registration has already ended, you must register during the late registration period and pay a late registration fee. Please be advised that during late registration cycles, course selection may be limited and many classes may be unavailable.

Mail this form, your personal statement, letters of recommendation/support and any additional information you would like considered to:

Admissions Appeals Committee  
Office of Admissions  
University of Houston-Clear Lake  
2700 Bay Area Blvd, Box 13  
Houston, Texas 77058

You may also return this information directly to the Office of Admissions, which is located on the 1<sup>st</sup> floor of the Student Services Building. If you have additional questions that specifically relate to the Admissions Appeals process, please call 281-283-2500 and speak with an Enrollment Management Counselor.