



**University of the Incarnate Word – Office of Admissions**  
**4301 Broadway, San Antonio, Texas 78209**  
**(210) 829-6005 or 800-749-9673**  
**FAX (210) 829-3921**

### **ADMISSION DECISION APPEAL PROCESS**

Applicants denied first-time admission or readmission to the University may appeal the decision by completing the appeal process. Appeals will be reviewed by appropriate administrators that may include the Dean of Student Success, Dean of Enrollment, Director of the University Advising Center and University Provost.

#### **Admission Decision Appeal Process:**

- Complete the bottom of this form.
- Submit any new information (updated GPA, increased class ranking, letters of recommendation, new SAT/ACT scores) that may support your appeal.
- Attach a typed letter indicating the circumstances to be considered in reviewing your appeal.
- Return this completed form, letter of appeal, and any new relevant information to the Office of Admissions. Documents should be mailed, faxed, or hand-delivered in one packet.
- Upon receipt of information, appeal will be reviewed within 10 days, and you will be notified in writing of the final decision.

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Term of Application: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_