

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

OFFICE OF UNDERGRADUATE ADMISSIONS- APPEAL POLICY

**Number**

03.04.06

**Division**

Student Affairs Enrollment Management

**Date**

February 12, 2015

**Purpose**

The purpose of this policy is to publish and make available in a standard format the Office of Undergraduate Admissions' Appeal Policy to the campus community. This information will be beneficial for campus partners to be mindful and familiar with as recruitment and enrollment continue to be a campus wide-initiative.

**Policy**

This information is available so in the case of a student being denied admission to the University of Alabama in Huntsville, there is an appropriate channel for an appeal to be made. This will allow for the appeal process to be uniform and easily disclosed to students who desire to have their application re-reviewed.

**Procedures**

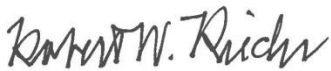
A student can file an official appeal only if they have been officially denied admission to the University.

- After an official deny has been issued, the student may submit a letter of response to the Director of Undergraduate Admissions asking that their application be re-reviewed.
- Students can submit updated SAT/ACT scores in defense of their appeal.
- If an injury or sickness resulted in poor academic performance, documents detailing this information can be included.
- The student will hear a final decision regarding their status from the Director of Admissions.

**Review**

This policy will be reviewed on an annual basis by the Director of Admissions. Any and all updates and changes should be communicated immediately.

**Approval**



Chief University Counsel



Provost and Executive Vice President for Academic Affairs

*Kristi Natta*

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Vice President for Student Affairs

**APPROVED:**

*Robert A. Altenkirch*

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President