



**Student Information:**

Last Name	First Name	Middle Initial
UTEID	Cell Phone #	Date
Address	City, State, Zip	Email Address

**Prompt for Written Statement**

The Scholastic Dismissal Committee will only consider appeals when **legitimate** and **extenuating non-academic circumstances** are present. Copies of appropriate supporting documentation that verifies the extenuating circumstance(s) referenced in your written statement are **REQUIRED**. Your statement may be typed (preferred) or legibly handwritten and must include your signature and the completed student information portion of this form as your cover sheet.

Please address the following in the written statement:

**PLEASE DESCRIBE ANY EXTENUATING CIRCUMSTANCE(S) THAT HINDERED YOUR ABILITY TO REMOVE YOURSELF FROM SCHOLASTIC PROBATION THIS SEMESTER.**

This written statement must arrive in our office by the deadline of: **5:00 PM on Monday, January 8th, 2018**. Appeals will not be processed if received after this deadline. Please submit this cover sheet, your written statement, and any supporting documentation together.

Mail: Moody College of Communication, Student Advising Office    Hand-Deliver: BMC 2.600  
 Attn: Leece Naxera  
 300 W. Dean Keeton, A0900    Fax: 512-232-1827  
 Austin, TX 78712 - 1069

**For Office Use Only**

Received by Student Advising:                      By mail: \_\_\_\_\_                      In person: \_\_\_\_\_                      By fax: \_\_\_\_\_  
 Dismissal Type:    First Dismissal \_\_\_\_\_                      Second Dismissal \_\_\_\_\_                      Final Dismissal \_\_\_\_\_

**For Committee Action**

Decision:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending	By Dean/Committee:	Date:
Reasons:					
Toolkit Date:	Initials	NE Status Update:	Initials	SAN Date:	Initials