The Scholastic Dismissal Committee will only consider appeals when legitimate and extenuating non-academic circumstances are present. Copies of appropriate supporting documentation that verify 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 Tuesday, January 8th, 2019**. 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
ATTN: Leece Naxera
300 W. Dean Keeton, Stop A0900
Austin, TX 78712 - 1069

**Hand-Deliver:** BMC 2.600

**Fax:** 512-232-1827

---

**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: ☐ Approved ☐ Denied ☐ Pending By Dean/Committee: Date:

Reasons:

Toolkit Date: Initials NE Status Update: Initials SAN Date: Initials