



Office of the Registrar & Student Records
 3007 N. Ben Wilson, Room 129
 Victoria, TX 77901
 Email: studentrecords@uhv.edu
 Fax: 361-580-5545

The Student Records Office will only consider exceptions to its published policies and/or procedures based on a formal appeal filed by the student. ***Please attach this completed form as a cover sheet for your appeal.***

Records Appeal Form

1. Complete the student portion of the form.
2. **Attach a letter** explaining and supporting your appeal. Your letter should be specific and include all relevant names, dates, copies of correspondence, and any other details that will assist in evaluating your appeal. Additionally, include any supporting documentation you have for your appeal.
3. Return the completed appeal form, letter, and supporting documentation to the above address or fax number. Please allow five business days for processing. You will be notified of the outcome by your UHV e-mail.

STUDENT INFORMATION			
Date:		Relevant Term:	
Name:		Address:	
Student ID#			
Preferred Phone:		City, State, Zip	
UHV E-mail Address: All correspondence will go to your UHV E-mail account.			

Indicate the type of appeal:

- Six Drop (6W) Exception *(reviewed by Registrar or Assistant Registrar)*
- Other *(Provide a brief explanation of the policy/procedure you are appealing)*

Signature: _____ Date: _____
(Student)

BOTTOM PORTION FOR OFFICE USE ONLY

Recommendations and comments:

- Approved Disapproved

Signature _____ Date: _____
(Registrar or Asst. Registrar / Provost)