



Texas A&M University-Corpus Christi
Office of the University Registrar
Appeal Form Instructions

Before the appeal will be reviewed, all supporting documentation must be received. You will have 5 business days to submit supporting documentation after that your appeal will expire and a new appeal must be submitted.

- **Medical Withdraw** (all courses)
 - Letter from doctor's office or medical records. Date on records must reflect dates the appeal is for.
- **Never Attended**
 - Email from professor stating you have not attended or when course participation ceased.
- **Reinstatement**
 - Email from professor stating you are an active participant in the course and tuition must be paid in full.
- **Dropping One Course While Remaining in Others**
 - A retroactive drop may be granted only when a student has experienced extenuating circumstances and has documentation to reflect the missed drop date deadline.
- **Retroactive Withdraw** (all courses)
 - A retroactive withdrawal may be granted only when a student has experienced circumstances of such serious and compelling nature that s/he could not reasonably have been expected to satisfactorily complete the academic period or submit a petition for regular withdrawal by the deadline specified in the University catalog. Such serious and compelling circumstances may include (but are not limited to) hospitalization, incarceration, debilitating mental illness, or sudden absence at the end of the semester due to family crisis. Failure to academically perform due to factors such as bad habits, poor judgment, time management issues, technology issues, failed relationships, roommate conflicts, or ignorance of University policies would not generally qualify student for a retroactive withdrawal. **The time limit for making this request is the end of the next long semester following the academic period in question.**

Please submit all supporting documents to appeals@tamucc.edu or to kiosk in the Student Service Center

The Registrar's Office will review the appeal request and supporting documentation. The Registrar's Office will reach out to other offices (Financial Aid, Business Office, Veteran Affairs, etc.) to determine how the decision of the appeal would affect the student's account and records. A decision will be made within 5-7 business days.

