



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

Before the appeal is reviewed, all supporting documentation must be received. You will have five (5) business days to submit supporting documentation after that your appeal will expire and a new appeal must be submitted. **The time limit for making this request is the end of the next long semester following the academic period in question.**

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, failed relationships, roommate conflicts, or ignorance of University policies would not generally qualify students for a retroactive withdrawal.

A request for withdrawal is a request to be removed from ALL classes for that semester.

**Medical Withdrawal** (All courses)

- Letter from doctor's office or medical records. Date on records must reflect dates for the term under appeal.

**Retroactive Withdraw** (All courses)

- A retroactive withdrawal may be granted only when a student has experienced circumstances of such serious and compelling nature that the student 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.

**Military Orders**

- Copy of orders that affect term under appeal.

**Reinstatement** (Current term)

- Email from professor(s) stating you are an active participant in the course. Email should be sent directly to [appeals@tamucc.edu](mailto:appeals@tamucc.edu) from the professor(s). A reinstatement fee of \$100 will be assessed, and arrangements to pay the tuition and fees in full will need to be made immediately. All documentation must be submitted within two (2) business days of submitting an appeal for reinstatement.

**6 Drop Rule** (Current term)

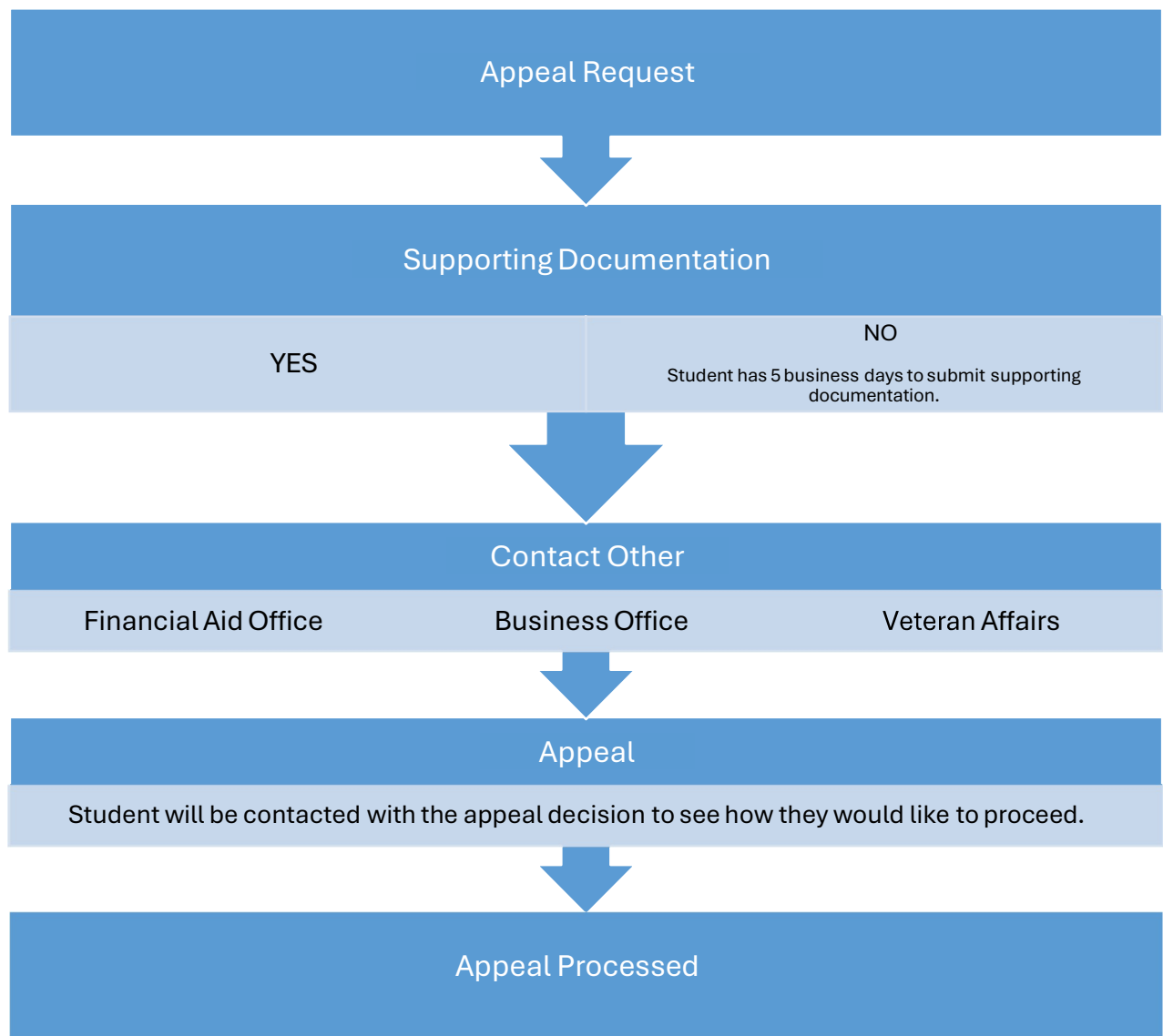
- Students may petition to drop more than the 6-course limit, or to drop a course and not have the drop count against the 6-course limit.
- Six Drop Course Policy  
<https://www.tamucc.edu/academics/registrar/academic-guidelines/six-drop-course-policy.php>

**Never Attended**

- Email from professor stating you have not attended or when course participation ceased. Email should be sent from the course instructor directly to [appeals@tamucc.edu](mailto:appeals@tamucc.edu).

*Please upload all supporting documents along with the form or email them to [appeals@tamucc.edu](mailto:appeals@tamucc.edu) or drop them off to the Registrar counter at the Student Services Building (SSC, Round building).*

The Registrar's Office will review the appeal request and supporting documentation. The Registrar's Office will reach out to other offices (Office of Student Financial Assistance, Business Office, Office of Military and Veteran Services, 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.



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