

**Gatton College of Business & Economics
Upper Division Admission Appeals Process**

Students who have not met either one or both of the minimum grade point average requirements for upper division and who have completed *all* their pre-major requirements in the Gatton College of Business & Economics have the right to appeal. Factors that are considered favorable by the committee in weighing their decision include grade point averages that are improving over time and personal statements that are well written and provide detail addressing past performance. The committee carefully reads and considers the student's personal statement, academic history, and faculty recommendations. It is preferable to have business professor recommendations if the faculty members are familiar with you and your academic performance. Recommendations by faculty outside of Business & Economics are also taken into account. In order to appeal, the student must provide the following information by the **appropriate deadline**.

1. A personal statement addressed to the committee. This should be carefully written in business format describing the reason(s) for your past academic performance and why you will perform well in the future. This letter should provide sound and logical reasons for making an exception in your case. Give examples of your plan to succeed to ensure you will not struggle.
2. If you choose to include recommendations, you will need recommendation forms to be completed by professors or instructors who preferably have had you in **business** courses but you may also use professors that know your academic performance well. The committee requests three recommendations if possible. Please return these forms to room 144 Gatton Building.

DEADLINES FOR APPEALS COMMITTEE

Please submit all documents to 144 Gatton by 4:30pm on or before the appropriate deadline listed below.

Semester Applying for:	Deadline to Submit Information:
Fall 2018	February 23 rd , May 11 th or August 10 th , 2018

PLEASE NOTE: The deadline for submitting your appeal falls before the end of the semester. You must submit the appeal before (prior to the deadline) the end of the semester in order to be eligible for the appeals process. A student may only file an appeal for admission to upper division twice. If submitting a second appeal - updated cover sheets, personal statements, and instructor recommendation forms must be submitted.

The process of applying for admission through the Appeals Committee has been explained to me. I will have completed all of the pre-major coursework by the time of the committee meeting and I understand that I must provide all the materials by the appropriate deadline.

Student's Signature

ID #

Date

Print Name

see blue.

Gatton major you are applying for _____

UK email address _____

I have completed all of the following classes:

____ Composition & Communication I & II (or appropriate transfer credit)

____ (MA 123 AND MA 162) OR MA 113

____ ECO 201

____ ECO 202

____ ACC 201

____ ACC 202

____ B&E 105 (taken Fall 2013 or after)

Student's Signature

ID#

Date

Gatton College of Business & Economics
Recommendation Form for Admission Appeals Committee

Student Name: _____ SID: _____ Major: _____

I forfeit the right to the read this evaluation: _____

(student's signature) (date)

This student has not met the minimum admission standards for the College of Business and Economics. They are filing an appeal with the College's Admissions Appeals Committee. As a part of the appeals process, students must have written recommendations from three professors/instructors preferably from the College of Business & Economics who have had them in class. In this recommendation we ask your honest assessment regarding this student's potential to successfully complete a degree in the College of Business and Economics.

Professor/Instructor _____ Department _____

In which of your courses was this student enrolled?

Course _____ Semester _____ Grade _____

Course _____ Semester _____ Grade _____

Please rate this student based on the following characteristics:

Characteristic	Outstanding	Above Average	Average	Below Average	Not Observed
Written Skills					
Verbal Skills					
Class Attendance					
Class Participation					
Ability to Think Critically					
Ability to Work with Others					
Initiative					
Overall Potential to Complete a Degree at the Gatton College of Business & Economics					

Additional Comments:

Signature of Professor/Instructor _____ Date: _____

(Please return this form to the Undergraduate Resource Center, room 144 Gatton Building.)



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Recommendation Form for Admission Appeals Committee

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 (student's signature) (date)

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