

**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 English/ Pre-major requirements in the Gatton College of Business and Economics (including Microsoft Certifications in Word, PowerPoint, and Excel) have the right to appeal. Factors that are considered favorable by the committee in weighing their decision include a grade point average that is improving over time and a good premajor gpa. Further, the committee carefully reads and considers the student's letter. Letters that are well written and provide detail explaining past performance are typically viewed positively by the committee. It is preferable to have business professor recommendations if they know you and your academic performance. Recommendations by faculty outside of Business and Economics, however, are taken into account. In order to appeal, the student must provide the following information by the **appropriate deadline**.

1. A letter of appeal 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.
2. 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 100 Gatton Building.

DEADLINES FOR APPEALS COMMITTEE

Please Submit all to 144 Gatton by the appropriate deadline listed below.

Semester Applying for:
Spring 2017
Fall 2017

Deadline to Submit Information:
October 21st or December 16th, 2016
March 15th, May 5th, or August 4, 2017

PLEASE NOTE: The deadline for submitting your appeal falls before the end of the semester. You are advised to 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 twice. If submitting a second appeal - updated cover sheets, letter to the committee 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 premajor coursework by the time the committee meeting and I understand that I must provide all the materials by the appropriate deadline.

Student's Signature

ID #

Date

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Print Name

I have completed all of the following classes:

- ___ ENG 104 OR (ENG 101 and ENG 102) OR (CIS 110 and CIS 111)
- ___ (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



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**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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