



ADMISSION APPEAL

Name _____ Signature _____

UK Student # (if known) _____

Address _____

Phone (_____) _____ Email _____

Date _____ Year _____

Application Term:

- Fall _____ (Year)
- Winter Intersession _____ (Year)
- Spring _____ (Year)
- Summer Session _____ (Year)

This form must be complete and must accompany the written appeal. Please see the reverse side of this sheet for information and guidelines for your written appeal.

- I acknowledge receipt of the appeal guidelines and have prepared my appeal accordingly. (This form must accompany your written appeal.)

Return all materials to:

**University of Kentucky
Undergraduate Admission
100 Funkhouser Building
Lexington, KY 40506-0054
Phone: 859.257.2000
FAX: 859.257.3823**

PREPARING YOUR LETTER OF APPEAL for the COMMITTEE ON ADMISSION BY EXCEPTION

Each applicant for admission to the University of Kentucky who has been denied admission has the right to appeal that denial before the Committee on Admission by Exception. To appeal you must write a letter and submit it to the address listed below. Your Admission Officer will then prepare a packet for submission to the Committee which will contain your letter of appeal, your academic records as submitted to the Office of Admission and University Registrar, and any other support materials you wish the committee to consider. This letter of appeal should be prepared by **you** (not a parent, teacher, etc.) *Your letter should be typed or word-processed.*

This letter of appeal is very important since it has to make your case to the Committee – a group of UK staff who will know only what you disclose and what can be determined from your previous academic record and test scores. In order to state your case **clearly** and **fully** and to give you the best possible chance for a positive decision, you may want to consider the following tips about **WHAT** to include in your appeal letter:

WHY is your past academic record not a good indicator of your future performance? Be as specific as you can in your reasoning. A general comment like “personal problems” does not usually provide a clear “case” for why you expect to do better academically if you are admitted to UK.

Is your case stated clearly and well? Have you taken time to think through your situation? One indication of careful thought is for this letter to be grammatically correct and free of spelling errors. Length alone does not necessarily make a letter good; it is most important that the content state your case for you.

WHY do you want to come to UK? This is especially important if you have no previous records from the University of Kentucky. Please be specific.

WHY have you chosen this major? Assuming that you have selected a major, why does it interest you? Do you have relevant work experience? Or, what reason(s) do you have to believe that this focus will be a good one for you?

WHAT other materials might be helpful to the Committee? Would a letter from a physician best explain a health condition that affected your previous academic performance? Would someone who knows you and your academic potential well (such as a teacher, principal, guidance counselor, etc.) write a letter of recommendation for you? Remember that you want to state clearly to the Committee just why you expect future academic performance to be at least adequate. **Include only information that will make your appeal for admission clear and understandable.**

When your letter is completed, mail along with supporting documentation and the Admission Appeal Form to:

**University of Kentucky
Committee on Admission by Exception
Office of Undergraduate Admission
100 Funkhouser Building
Lexington, KY 40506-0054**

The Committee meets on a weekly basis. After your appeal has been reviewed, you will receive written notification of the Committee’s decision.