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**
  o Letter from doctor office or medical records. Date on records must reflect dates the appeal is for.

• **Drop/Withdraw after Deadline**
  o Email from professor stating you have not attended or when course participation ceased.

• **Reinstatement**
  o Email from professor stating you are an active participant in the course and tuition must be paid in full.

• **Never Attended**
  o Email from professor stating you have not attended or when course participation ceased.

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