



# The University of Utah Appeal of Denial Form

The University of Utah • Office of Admissions • 201 S 1460 E RM 250 S • Salt Lake City UT 84112 • 801-581-8761 • 801-585-7864 fax

For best results, open this PDF file in **Adobe Reader**. [If you do not already have Adobe Reader, it is free on the Adobe website.](#)

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## Instructions

The following documents must be submitted before an appeal will be considered:

**Appeal of Denial Form** – this document helps the applicant explain any extenuating circumstances or information that was not available at the time you applied for admission. Additional comments may be attached to the application.

**Two completed Letter of Recommendation Forms** – preferably from current or past teachers or professors. **Do not** include letters from family members, guardians or friends. [Appeal - Letter of Recommendation](#)

**Updated Transcripts** – high school or college transcripts that have current or updated grades. Unofficial transcripts or grade reports will be accepted.

**Optional Requirement** – supporting documentation to substantiate new and compelling information

**Appeal Deadline** – Complete appeal packets received by the 15th of each month will be forwarded to the sponsoring departments on the 16th. It is in your best interest to submit materials as soon as possible. Please visit the [Admission Appeals](#) page on our website for the final appeal deadline.

**Tracking** – You are able to track the receipt of items by using the [admissions online tracking system](#).

**Appeal Documents can be sent to The Office of Admissions in the following ways:**

1. Email: [admissions\\_appeal@utah.edu](mailto:admissions_appeal@utah.edu)
2. Fax: 801-585-7864
3. Address: 201 S. 1460 E. RM 250S Salt Lake City, UT 84112

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\*Indicates required fields.

### Full legal name

\*Last or family name

\*First or given name

Middle name

\*Date of Birth (mm/dd/yyyy)

\*Email

Mailing address

City

State

Zipcode

This application will be sent to each department listed. If you would also like to be considered for sponsorship by the Center for Disability Services (CDS), please complete Part 2 of this form and do not include CDS as a department in the section below.

List up to three Sponsoring Departments in order of preference and explain why your first choice is the best fit for you. See [Admission Appeals](#) for information. (500 characters maximum)

1.

2.

3.

Explain your reason for seeking reconsideration, stating any new and compelling information not previously reported in your initial application for admission. Also, explain how you plan to be a successful student at the University of Utah.  
(1000 characters maximum)

I certify that I have read the Appeal of Denial Form instructions, and I understand that if my appeal packet is incomplete and/or submitted after the deadline, my appeal may be delayed or denied. I also understand that if my appeal is approved, my admission is contingent upon my full participation in the requirements determined by my Sponsoring Department.

Applicant Signature \_\_\_\_\_

Date (mm/dd/yyyy)

## Part 2

Complete Part 2 if you wish to seek sponsorship consideration through the Center for Disability Services. Information submitted on this form will only be received by the Office of Admissions and the Center for Disability Services.

Explain why the Center for Disability Services is the best fit for you. (500 characters maximum)

Applicant: Last name

First name

Middle name

Applicant Signature \_\_\_\_\_

Date (mm/dd/yyyy)

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The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the University's ADA/Section 504 Coordinator: Director, Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Cr., Rm 135, Salt Lake City, UT. 84112. 801-581-8365 (V/TDD).

Upon request, this information is available in alternative formats, such as Braille or large print.