

Students applying to study abroad who do not meet UAB's eligibility requirements may request an academic appeal based on the following guidelines. Students may appeal the 2.5 minimum if their GPA is no lower than 2.0. Students may appeal the 30-credit hour minimum requirement if they are enrolled at UAB at the time of application.

**Appeal Requirements:**

1. Have an application on file for a specific Education Abroad Program
  - a. NOTE: Students interested in UAB Exchange programs are not eligible for academic appeal.
2. Submit One Personal Statement
  - a. Student must write a personal statement explaining previous academic performance and/or the desire to study abroad before completing 30 credit hours. It's important for the student to address what they have learned about prioritizing their academic goals and how they will work in the current semester to improve their GPA prior to program departure.
  - b. The personal statement document must include the student's B number and a current email address for the committee's response.
  - c. Student must submit their statement by email to the Education Abroad Advisor before the deadline.
3. Submit Two Faculty Letters of Recommendation
  - a. The student must also ask two faculty members to write a letter of recommendation supporting the student's eligibility to appeal the Education Abroad academic requirements. The letters should include information about the student's work ethic and why s/he is a good candidate to Education Abroad.
  - b. Letters must also be submitted to the Education Abroad Advisor before the deadline. It is the student's responsibility to communicate the deadline and nature of the request to the supporting faculty member.
    - Please encourage your recommenders to label the email "Education Abroad Appeal - Letter of Recommendation: Student Name"

**Essay/Recommendation Letter Deadlines:**

- Academic Year, Fall, and Summer Semester Deadline—March 15
- Spring Semester Deadline—October 15

**Committee Decision Process:**

Within one week of the deadline, the Education Abroad Appeals Committee will review the student's transcript, advising notes, and academic appeals materials and reach a decision based on a grading rubric.

The Committee will reach a consensus and a response will be electronically mailed to the student within one week of the committee meeting.