



AVC ACADEMIC APPEAL FORM



UPEI ID# _____ Name: _____ E-mail: _____

Current mailing address: _____

Faculty in which you are enrolled: _____ Course in question: _____

Instructor's name: _____

REQUEST:

On _____ (date must be within the last 2 weeks), I appealed to my instructor about

- my final examination paper
- my overall final grade
- a specific assignment (please specify)

He/she has consulted with the department Chair and the Department's decision regarding my concern was "no change."

I am not satisfied that proper procedure was followed at the *informal* appeal stage, and therefore request to have a Faculty-level review of the *procedures* used in the informal stage of my appeal.

- I have attached a detailed letter explaining specifics of the matter (note: this **must** be included for appeal to proceed; the Faculty Committee will review the procedures followed at the informal stage of appeal, but will not re-assess academic work).

I have also attached the following supporting documentation as appropriate:

- the original assignment
- my transcript showing the final grade
- AVC appeal fee
- other (please specify): _____

Student's signature: _____

Registrar's Office use:

Appeal was forwarded to the Dean on _____. Receipt for appeal fee attached, if applicable.

Faculty's decision:

Dean's signature: _____ Date original returned to RO: _____

Received in RO by _____ on _____ and copy of decision sent to student on _____.