

ACADEMIC REGULATION APPEAL FORM (please print clearly)

A. STUDENT INFORMATION:

Date: _____

UPEI ID# _____

Name: _____

E-mail: _____

Mailing address for communication relating to the appeal:

B. STATEMENT OF MATTER UNDER APPEAL: State clearly the academic decision being appealed:

DETAILED RATIONALE & GUIDELINES: (It is the goal of the Student Academic Appeal Committee to review each case on their individual merits. With this in mind it is critical that the student remember that we only have the facts in front of us in the decision making process. It is critical that the student present their case with all the documented information available).

- You have 30 days following receipt of the letter from the Registrar to appeal. Use this time to put an effective case together. Don't panic and try to respond on the first day without first gathering and documenting support material
- Carefully explain the situation and outline what you are appealing and why
- Remember documentation is critical in the appeal process. Medical issues require the appropriate documentation including doctors' letters
- Letters of support from professors who understand your specific situation can be an important part of your appeal process
- Other support letters that aid in putting forward your specific case are important (employer, coach, subject tutor, counselor, etc)
- If you are appealing a probation or suspension, consider courses you plan to take in the future and what steps you have actively taken to ensure success
- The Appeals Committee **will be** provided with your academic transcript
- If applicable, outline specific actions that will be taken to ensure future success
- **Your submission can only be considered based on the FACTS and documentation that you provide. Proofread carefully and ensure that you have put forward the most complete possible documentation in support of your case.**

Comments/conditions set by Committee:

This appeal is hereby: **granted** **denied**

Appeal decided and returned to the Registrar's Office by _____ (Committee Chair) on _____

Copy of decision sent to the student, record amended (if appropriate) by _____ (RO) on _____