



DATE _____ NAME _____

STUDENT ID# _____ EMAIL (s) _____

STATEMENT OF MATTER UNDER APPEAL: State clearly the academic decision being appealed (form must be accompanied by a typed detailed explanation on a separate page) and the remedy that you are seeking.

Indicate if you would like to be present at appeal hearing YES _____ NO _____

DETAILED RATIONALE & GUIDELINES

It is the goal of the Senate Academic and Student Discipline Appeals Committee to review each case on its 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 his/her case with all the documented information available.

- You have 15 business days following receipt of the letter from the registrar to appeal. Use this time to put an effective case together
Carefully explain the situation and outline what you are appealing and why (attach typed detailed explanation)
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.)
Only the following conditions of probation or suspension may be appealed:
i. restriction on the number of courses
ii. mandatory SSP course
iii. mandatory one year absence - suspension from university studies
iv. no transfer credit eligibility during time away
If applicable, outline specific actions that will be taken to ensure future success
The Appeals Committee will be provided with your academic transcript
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 _____

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of facilitating the appeal. Direct any questions about this collection to the Office of the Registrar, University of Prince Edward Island, 550 University Avenue, Charlottetown, PE C1A 4P3 902-566-0439.