SENATE COMMITTEE ON ADMISSION, RE-REGISTRATION AND TRANSFER
NOTICE OF APPEAL

For more information and the Terms of Reference for this Committee, please refer to: https://uvic.ca/universitysecretary/senate/committees/scart.
This form is for undergraduate students only.

Before Submitting an Appeal:   New Applicants should consult with their assigned Admission Officer
                                 Current or returning students should consult the Records Officer for their Faculty

Name: ___________________________  UVic Student Number: V00___________________
e-mail will be sent to the preferred e-mail address you have identified as on file in your UVic student record
Phone: Home _____________________  Alternate _____________________  Cell _____________________

Decision Being Appealed: _______________________

Ground for Appeal: (as per the University Undergraduate Calendar - Appealing Admission/Reregistration Decisions)

Check those that apply: (other grounds may be considered in exceptional circumstances - clarify in your written statement)

___ significant physical affliction or psychological distress documented by a physician or other health care professional
___ evidence of incorrect advice or errors of administration by authorized University personnel, with evidence that the
   applicant’s studies were adversely affected
___ documented significant distress, or documented significant responsibility as a caregiver, as a result of an immediate
   member of the family suffering from a serious trauma or illness

Please note: Dissatisfaction with University regulations, or disagreements concerning the evaluation of admissibility
(e.g. calculation of Grade Point Average, questions regarding English proficiency) or failure to meet published deadlines
will not constitute grounds for appeal.

Documentation Required:

• a signed written statement of the reasons and grounds for your appeal (emails may be accepted depending on the
timeline, but must be followed by a signed copy)

• documents supporting your appeal including: documentation from a physician or other health care professional,
  evidence of incorrect advice or errors of administration by University personnel, documented significant distress, or
  documented significant responsibility as a caregiver, documentation from an educator addressing the reason your
  academic record may not reflect your academic potential, or other information as appropriate.

List of Documents: ________________________________________________________________

______________________________________________________________

1. I understand that the Senate Committee on Admission, Re-registration and Transfer, through the Office
   of the Registrar, may obtain a copy of my academic record and all supporting material pertaining to that record.
2. I understand that the Senate Committee on Admission, Re-registration and Transfer will have sole authority to determine if the appeal falls within the Committee’s jurisdiction.
3. I certify that the information provided in this Notice of Appeal and the supporting documentation is true and complete to the best of my knowledge.

Signature: ___________________________  Date: ___________________________

The University of Victoria collects the personal information on this form pursuant to the University Act, RSBC 1996, c.468 and section 27 (1)(c) of the Freedom of Information and Protection of Privacy Act and the Senate Committee on Admission, Reregistration & Transfer Terms of Reference. The information is collected by the Office of the Registrar for the purpose of determining whether your appeal is within the Committee’s jurisdiction, to establish a hearing if necessary, and to communicate with you regarding your appeal. The information will remain confidential to the Committee, the Respondent and Senate. If you have any questions about this collection, contact the University Secretary.

Submit your appeal to the Senate Committee on Admission, Re-registration and Transfer, c/o Admissions Officer (new students), or Records Officer (returning students), Office of the Registrar, University Centre Bldg., University of Victoria, PO Box 3025 STN CSC, Victoria, BC V8W 3P2  Fax:(250) 721-6225