

# Notice of appeal (current/returning students)

Senate Committee on Admission, Reregistration and Transfer Appeals (SCARTA)



University  
of Victoria

If you were required to withdraw from UVic, denied transfer credit or denied readmission (after withdrawing) and you want to appeal the decision, submit this form to Undergraduate Records, Office of the Registrar and Enrolment Management. Forms must be submitted to [records@uvic.ca](mailto:records@uvic.ca) at least two weeks prior to a SCARTA meeting.

Dissatisfaction with University regulations, disagreements concerning the evaluation of reregistration (e.g., calculation of GPA, credit conversion, or questions regarding English proficiency), transfer credit equivalency and/or failure to meet published deadlines will **not** constitute grounds for appeal.

SCARTA will consider all the documentation presented and will make a final decision on the application. If you believe the SCARTA decision is incorrect because of specific procedural errors, you may escalate your request to the Senate Committee on Appeals. (See [Appeals](#).)

## Contact information

UVic will **only** contact you about this request at the preferred email address in your [Personal & account profile in Online Tools](#). If the email address you provide doesn't match our records, your request may be delayed.

Student's name: \_\_\_\_\_

Student number: \_\_\_\_\_

Email address: \_\_\_\_\_  
(**must** match the preferred email in your [Personal & account profile](#))

## Type of appeal

- My academic standing is "Required to Withdraw from the University" and I am appealing to waive the reinstatement conditions. I wish to resume studies at UVic for term starting (enter month/year): \_\_\_\_\_
- I was denied transfer credit for coursework completed at another post-secondary institution.
- I was penalized for submitting falsified documentation or failing to disclose attendance at other institutions.

## Reasons for your request (select all that apply)

- There were unforeseen extenuating circumstances that negatively impacted you that the committee should take into account. *Supplement this request with relevant documentation of what happened.*
- You experienced significant physical affliction and/or psychological distress that affected your work. Supplement this request with documentation by health care professionals or other professionals who can comment on the impact on your work due to your experiences.
- You experienced significant distress and/or significant responsibility as a caregiver, as a result of an immediate member of the family suffering from a serious trauma or illness, and this hampered your ability to succeed. *Document this request with evidence or records of events and responsibilities.*
- You received incorrect advice and/or there were errors of administration by authorized University personnel. *Present records of these problems along with evidence that the applicant's studies were adversely affected.*
- You can present new material and/or information that could not have been submitted at the time of the previous SCARTA Appeal. The relevance and significance of this new material/information is such that if it had been submitted earlier, it could reasonably have altered the outcome.
- Other reasons: \_\_\_\_\_

## Justification and reasons for your appeal

The written explanation you provide here of the **reasons for your request** (your rationale) will be read by UVic staff and appeals committee members who are directly involved in your appeal process and will be treated as confidential information. In your own words, please describe your experience. While we encourage you to provide as much detail as you feel is necessary to support your request, know you should do so only within your comfort level. Your justification can be as long as you need it to be to explain your points fully and, if additional space is required, attach an additional page. For help or feedback before appealing or at any point in an appeal, consult either a UVic Records Officer by emailing [records@uvic.ca](mailto:records@uvic.ca) or the [UVic ombudsperson](#).

## Other post-secondary institutions

Did you attend any other post-secondary institutions **after** being required to withdraw from UVic?

\_\_\_ No, I have not attended any other post-secondary institutions.

\_\_\_ Yes, I attended one or more post-secondary institutions.

*If yes, list the institutions along with the dates you attended them (month/year).*

## Study plan

Since being required to withdraw, explain the steps you have taken to demonstrate your preparedness to resume studies at UVic and to improve your academic performance (include any advisers, counsellors, or other professional you have met with to help you come up with a plan for managing your future academic work). Your study plan can be as long as you need it to be and, if additional space is required, attach an additional page.

## Supporting documentation

Supporting documentation is required and may include (but is not limited to):

- Evidence of the grounds for your appeal such as
  - documentation from a physician or other health care professional
  - documented significant distress or responsibility as a caregiver
  - evidence of incorrect advice or errors of administration by UVic
  - other records that are evidence of the reasons for your request
- Evidence of your ability to succeed in your academic program at UVic such as
  - documentation from an educator addressing the reason your academic record may not reflect your academic potential
  - an email message from a UVic adviser, explaining how many classes you need to complete to graduate
  - a record of meetings with a learning support adviser, or tutor to create a plan for future academic success
  - study plan being put together by you (the student) after reviewing UVic website and departmental resources

The submission of falsified supporting documentation is not permitted and doing so may result in your permanent suspension from the university. Attach your supporting documents to your email as PDF files and list the file names below:

## Checklist

Before submitting your request, make sure you have completed all of the following tasks.

- \_\_\_ Confirmed that your email address matches the preferred email in your Personal & account profile in Online Tools.
- \_\_\_ Reviewed your study plan to ensure that you have laid out steps that seem reasonable to follow and likely to support your success. It is strongly recommended that you also consult with an [academic adviser](#) regarding your study plan.
- \_\_\_ Listed any post-secondary institutions you attended after you were required to withdraw from UVic.
- \_\_\_ Attached all your supporting documentation as PDF files.
- \_\_\_ Reviewed your justification to ensure that you only provide information you are comfortable sharing with staff in the Office of the Registrar and Enrolment Management and the members of the Senate Committee on Admission, Re-registration & Transfer Appeals (SCARTA).

## Consent and confidentiality

By submitting this request, you confirm that:

1. SCARTA, through the Office of the Registrar and Enrolment Management, may obtain a copy of your academic record and all supporting material pertaining to that record;
2. this appeal and all supporting documentation attached to it will be provided to SCARTA, who will have sole authority to determine if the appeal falls within the Committee's jurisdiction; and
3. the information provided in this appeal and all supporting documentation is true and complete to the best of your knowledge.

This information is collected under s. 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions or concerns about how your personal information is handled, please contact [privacyinfo@uvic.ca](mailto:privacyinfo@uvic.ca).