



University of Victoria

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

For more information on completing this form, please refer to the University Secretary's website at <http://web.uvic.ca/univsec/>, where you will also find the Committee's Terms of Reference and Procedural Guidelines.

Office Use Only
Date received:

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 (for example, calculation of Grade Point Average, evaluation of English proficiency) or failure to meet published deadlines will not be considered 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. In submitting this Notice of Appeal, 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 this Notice of Appeal and all supporting documentation that I have provided will be provided to the Senate Committee on Admission, Re-registration and Transfer who 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 Appeal's Terms of Reference and Procedural Guidelines.. 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