

Notice of appeal (admission)



Undergraduate Admissions

If you were denied admission or transfer credit in an undergraduate program and want to [appeal the decision](#), submit this form to admsappeals@uvic.ca and copy your admission officer (CC:) in the email.

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 application for undergraduate studies was rejected.

My offer of admission from UVic was withdrawn.

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)

Unforeseen extenuating circumstances.

Significant physical affliction or psychological distress.

Significant distress or responsibility as a caregiver, resulting from an immediate member of your family suffering from serious trauma or illness.

Incorrect advice or administrative errors by authorized University of Victoria personnel, with evidence that your studies were adversely affected.

New information that you were unable to provide in your application, and which could reasonably be expected to alter the decision.

Letter of appeal

Your appeal must include a written statement of the reasons and grounds for your appeal, and your plans to ensure academic success if you're admitted to UVic. It will be read by UVic faculty and staff who are directly involved in your appeal process and will be treated as confidential information.

Some faculties have minimum grade requirements for required courses (most often English and Mathematics). If your marks in those subjects are below the minimum requirements, we recommend that you include information and supporting evidence in your appeal that speaks to your skills in those subject areas.

Attach your letter of appeal to your email as a PDF file.

Supporting documentation

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

- a note from a physician or other health care professional
- evidence of incorrect advice or errors of administration by UVic
- documented significant distress or responsibility as a caregiver
- a letter from an educator addressing the reason your academic record may not reflect your academic potential.

Attach your supporting documents to your email as PDF files.

Checklist

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

Consulted with your admission officer regarding your application.

Confirmed that your email address matches the preferred email in your [Personal & account profile in Online Tools](#).

Attached your letter of appeal and 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 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
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.