

---

# Application for Appealing the Decision of the Academic Standing Committee

---

This form is to be used by current Engineering students at the University of Windsor who wish to appeal a recent Required-to-Withdraw (RTW) decision as issued by the Faculty of Engineering's Academic Standing Committee.

## Section A: Personal Information

Last name:	
First name:	
UWindsor Student ID:	
UWindsor Email:	
Alternate Email:	
Phone number you can be reached at, including area code:	
Address:	
City:	
Province:	
Postal Code:	
Engineering Program:	
Semester (e.g., SM2):	

## Section B: Your Academic Status

Have you read the [Guide to the Academic Appeals Process?](#) [YES or NO]

To your knowledge, you have been withdrawn because of: (mark with an "√" all that apply).

<input type="checkbox"/>	A. Your cumulative average is below 55%.
<input type="checkbox"/>	B. You have been on Academic Probation for more than one evaluation.
<input type="checkbox"/>	C. You have failed a required course two (or more) times.

## Section C: Your Rationale for Appeal

You are appealing the RTW decision for the following reasons: (mark with an "√" all that apply).

<input type="checkbox"/>	A. Extraordinary medical circumstances.
<input type="checkbox"/>	B. Extraordinary family circumstances.
<input type="checkbox"/>	C. Other circumstances.

In the following space, state clearly the reasons on which your appeal is based.

- Write concisely and clearly – *do not ramble on*.
- Your explanation should clearly demonstrate how your circumstances impacted your academic performance.
- Your explanation must fit in the remainder of this page (page 2) and page 3.**

**Start your *rationale* below this line =====**

## Section D: Plan of Action

On this page, **describe your plan of action to improve your academic performance.** In other words, if you are given an opportunity by the Appeals Committee to continue in Engineering, **what will you do to ensure your success?**

- Avoid vague statements, such as “I will work harder.”
- Provide specific actions or examples of what you will do.
- Tell us how you will evaluate whether or not your plan is working.
- Your plan of action description must fit in the remainder of this page (page 4).**

**Start your plan of action below this line =====**

## Section E: List of Attachments

In the table below, itemize and describe all attachments you are submitting to support your appeal. These may include but are not limited to:

- Medical documents you wish to share with the committee.
- Death certificates.
- Current midterm exams or other course work that you think will demonstrate your ability to function effectively as a student.

Item	Description
1	
2	
3	
4	
5	

***Be sure to include the attachments with this completed form!***

## Section F: Acknowledgement.

**By signing this document**, you are acknowledging that you wish to appeal the recent Required-to-Withdraw installed on your transcript. You further acknowledge that providing false or misleading information could jeopardize this application, and may also result in disciplinary action against you.

---

**Name (print)**

**UWindsor Email address**

---

**Signature**

**Date**

**Once you have completed this appeals application, please sign it and submit it by emailing it to the WINONE OFFICE [winone@uwindsor.ca](mailto:winone@uwindsor.ca) along with your supporting documentation if you have any (example: medical documentation, blackboard exam scores etc.).**