**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.

**Please use a word processing software (e.g., MS Word) to complete this form. Do not hand-write application.**

**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| **To your knowledge, you have been withdrawn because of: (mark with an “X” all that apply).** |  | A. Your cumulative average is below 55%. |
|  |  | B. Your have been on Academic Probation for more than one evaluation. |
|  |  | 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 “X” all that apply).

|  |  |
| --- | --- |
|  | A. Extraordinary medical circumstances. |
|  | B. Extraordinary family circumstances. |
|  | 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 your Engineering program, **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 by typing your name in ALL CAPITALS on the signature line and submit it by emailing it *from your email account (see page 1)* 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.).**

**The DEADLINE to submit this appeals application form is Friday, July 26, 2019 by 4:00 pm.**