

What?	This form is used by students seeking to have their faculty review their academic standing. It must be completed and submitted to the academic advisor in the faculty in which the student is enrolled within 10 working days of the notification of academic standing.
Who?	The form must be completed, dated and signed by the student. A complete statement of all of the grounds on which the review is based must be provided and supporting documents must be attached. Students are advised to read the university's policies on academic standing.
When?	The length of time for the review to be processed is normally 10 working days of submitting the request for review and is dependent on the faculty involved. During peak times, processing time may be longer.

Last name	First name	Student number
UOITnet email address	Program	Term

Academic standing to be reviewed:

- Suspension due to GPA
- Suspension due to repeat policy
- Dismissal

Grounds for appeal

Please attach a letter that indicates clearly the grounds on which you are basing your request, including:

- The extenuating circumstances beyond your control that have affected your academic performance. Be as thorough and specific as possible to explain why your academic standing, which is based on your grades, should receive special consideration.
- The actions you took to deal with the extenuating circumstances during the term. Please be specific as to the dates when you did such things as contact the instructor or your academic advisor, submit a medical certificate, receive or request some form of consideration, etc.
- The actions you wish to have taken from this review (e.g. return to probationary standing, etc.).

Declaration

- I have read and understood the Academic Standing section of the UOIT Undergraduate Academic Calendar.
- I certify that the documents I have submitted are authentic and that the statements I have made are true and I acknowledge that the submission of false documents or statements is a violation of the university's Academic Regulations.

Student's signature	Date

This application will not be processed unless it is signed and dated.

For office use only	
Processed by:	Decision
Dean/delegate's signature	Conditions
Date	

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used for education, administrative and statistical purposes and to administer registration within the University. Questions regarding the collection of your personal information may be directed to the Registrar, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.3190, email: connect@uoit.ca.

If you require this information in an alternative format due to disability, please email records@uoit.ca.