



STUDENT APPEAL FORM

Pertaining to Admissions and Registration Rules, Regulations and Policies

NOTE: If your appeal pertains to an academic grade received (for example: C, D, F) or to a degree/credit requirement, or a grievance against a faculty/student, please consult your academic advisor or refer to the Student Life Office or the Student Handbook for a separate appeal/grievance process.

INSTRUCTIONS FOR COMPLETING THE STUDENT APPEAL FORM

1. Completely fill out the Student Appeal Form (Please type or print in black ink). Any petition which is illegible, unclearly worded or contains ambiguous information will not be considered. Such appeals will be returned to the student to be rewritten.
2. Mention the specific request, the specific rule, regulation, or policy and why the exception has been requested.
3. Attach any supporting documentation that will help to explain and justify your petition. When appropriate, letters from faculty and advisors are especially helpful.
4. Completed forms may be submitted via email bursar@triton.uog.edu, mail: University of Guam Bursar Office, 303 University Drive, UOG Station, Guam 96913, or in person at the Bursar's Office, who will then forward then forward it to the Financial Appeals Committee.

TO: Financial Appeals Committee

FROM: _____ Student ID No. _____
 _____ Student's Name _____
 _____ Mailing Address _____ Telephone No. _____ Email Address _____

Student Type: Degree-Seeking, Undergraduate Major Program: _____
 Degree-Seeking, Graduate Catalog Year: _____
 Non-Degree Academic Advisor: _____
 Postgraduate

Appeal pertains to which semester: Fall _____ Spring _____ Summer _____

➤ I appeal and request an exception to the following rules, regulations, or policies of the University of Guam:

➤ Student's justification to substantiate the requested exception (Attach all supporting statements and other documentary evidence prior to submitting this form):

Student's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

APPROVED COMMENTS: _____

DENIED

Associate Comptrollers' Signature: _____ Date: _____

Comptroller's Signature: _____ Date: _____