



UNIVERSITY OF GUAM
UNIBETSEDĀT GUAHAN

Enrollment Management & Student Services
Admissions and Records

STUDENT APPEAL FORM

Pertaining to Admissions and Registration Rules, Regulations and Policies

TO: Registrar
Admissions & Records Office
Field House, 1st floor, University of Guam
UOG Station
Mangilao, GU 96923

FROM: Student No. _____

Student Name _____

Address _____

Student Type: Degree-Seeking, Bachelors
(check one) Non-Degree
 Degree-Seeking, Masters
 Postgraduate

Telephone _____

Email _____

Major (if degree-seeking): _____

Academic Advisor _____

Student's Catalog Year: _____
(For example, which catalog are you following if degree-seeking?)

Appeal pertains to which semester: _____

➤ I appeal and request 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**):

x _____
Student's Signature Date

(rev 4/2006)

INSTRUCTIONS FOR COMPLETING THE STUDENT APPEAL FORM

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.

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. Return completed form to the Admissions & Records Office, 1st floor, Field House. The Registrar will act on the appeal, normally within 1-2 working days, and will notify the student of the decision by email.

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