

## Request to the Appeal Committee

**IMPORTANT:** Please submit your request via email to the Student Services Centre at the address located at the bottom of the page. Your request must be complete before it will be considered. The Committee's decision will be communicated to you by email. Please note that all correspondence must be done via your uOttawa email account\*.

<b>Surname</b>	<b>First name</b>
<b>Student No.</b>	<b>*uOttawa email</b>

**\*\*What is the reason for your request?** Max. 30 words

<b>Have you discussed this request with an Academic Specialist?</b> If yes, with whom and on which date?	<b>Academic Specialist</b>	<b>Date</b>
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### Justification of request

Use a **maximum of two additional pages** to clearly and concisely justify your request. Please specify the course code and section, if applicable.

### Supporting official documents (please submit with this form)

<input type="checkbox"/> Medical certificate	<input type="checkbox"/> Death certificate
<input type="checkbox"/> Other (please list below)	

<b>Date</b>	<b>Signature***</b>
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\*\*\*If you are sending your request by email via your uOttawa account, please include your name and student number in the message.

### For internal use only

Date received		<input type="checkbox"/> Granted <input type="checkbox"/> Refused
Preparation		Reason for refusal
Committee date		
Notes		
Message to student		
Comments		