UNIVERSITY OF GUAM
UNIBETSEDÅT GUÅHAN

Enrollment Management and Student Success
Admissions and Records Office

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. Return completed form to the Admissions and 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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TO: Registrar, Admissions & Records Office

FROM: _____ _____
Student's Name Student ID No.

_____ _____ _____
Mailing Address Telephone No. Email Address

Student Type:
- O Degree-Seeking, Undergraduate
- O Degree-Seeking, Graduate
- O Non-Degree
- O Postgraduate

Major Program: _____
Catalog Year: _____
Academic Advisor: _____

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

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FOR OFFICIAL USE ONLY

O APPROVED COMMENTS: _____

_____

O DENIED _____

Registrar's Signature: _____ Date: _____

(rev 11/2021)

Tel: (671) 735.2201/02/14 (Admissions) / (671) 735-2204/06/10/11 (Records) ● Fax: (671) 735.2203
Mailing Address: Admissions & Records Office, 303 University Drive, Mangilao, Guam 96913
Email Address: admitme@triton.uog.edu (Admissions) / transcripts@triton.uog.edu (Records)

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