



## Formal Appeal of Progression or Admission Requirements

**Note:** This form is to be used by students already in the BMOS degree program who failed to meet the progression requirement, or by students wishing to gain admission (or re-admission) to the BMOS Program.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ UWO Email: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Normally, the only grounds for you to appeal a progression or an admission decision consists of your having experienced major problems which arose during the academic year and which were **outside your control**. These problems could have been medical, legal, family, etc., and they **must be supported by appropriate documentation**. In order for you to request a special concession such as a waiver of the progression or admission requirements, the problems must have been severe enough to have had a drastic effect on your performance in your various evaluated assignments. **Program waivers are normally granted only in exceptional circumstances.**

If you feel that your circumstances warrant consideration for you to be allowed to progress or be admitted into the program, please follow the procedure outlined below. The appeal must be typewritten. Please read through the entire form before you answer any of the questions. Include all relevant information. (Personal information is held in confidence.)

Please note that you are required to sign this form indicating that the information you have submitted is true and complete. If additional documentary evidence is brought to our attention after the Chair has made a final decision on your request for an appeal, the onus is on you to explain why the new evidence is significant and relevant, and why it was not included with your original appeal.

**NOTE: Students appealing the progression or admission decision must do so in writing by June 30 to:**

**Bill Dawson, Undergraduate Chair: Student Affairs  
Social Science Centre, Room 4330, London, Ontario, N6A 5C2**

You will receive written notice of the decision with a brief statement of reasons within two to three weeks following receipt of the formal appeal.



With your appeal, you **must** enclose the appropriate supporting documentation. It is your responsibility to ensure that your appeal is complete and that you have responded to all of the questions listed on the form. Appeals will not be considered until complete.

**"I certify that the above information is true and complete."**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REGISTERED MAIL IS NOT DELIVERED TO THE SOCIAL SCIENCE CENTRE.  
PLEASE SEND YOUR APPEAL BY REGULAR POST.

It is strongly recommended that you make copies of all information mailed to the Department of Management and Organizational Studies Office (Originals of all documents are required by the DAN Management Office).

**DEADLINE TO SUBMIT FORMAL APPEAL - JUNE 30**

**This deadline will be enforced.**

**IN YOUR APPEAL LETTER, YOU MUST ADDRESS ALL OF THE FOLLOWING QUESTIONS:**

1. What were the extenuating circumstances which contributed **most significantly** to your poor academic performance? When did the problem(s) arise?  
Appropriate supporting documentation (eg. medical note from a doctor to document problems, or a letter from a family member or close personal friend to support compassionate grounds) **must** be submitted with the appeal. If you need more information regarding the submission of appropriate documentation, please contact the DAN Management office
2. (i) What attempts did you make at the time you were encountering problems that affected your academic performance to contact your instructors, Academic Counsellors, the staff in the Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?  
(ii) What academic accommodation did you request at the time you were experiencing major problems that were affecting your academic performance?  
(iii) What steps did you take to minimize the impact on your academic work of the difficulties that you were encountering?  
(iv) Approximately what percentage of classes did you attend in each course?  
(v) What assignments/tests/labs/quizzes/exams did you complete in each course?  
(vi) Please record the grades you received for assignments/labs/tests/quizzes/exams, etc. in each course. If you failed to complete all the course requirements, explain and provide reasons.
3. If your appeal was to be granted, which BMOS module are you interested in pursuing?