

## ACADEMIC RECORDS APPEAL FORM (For Students)

An Academic Records Appeal is a request from students to change a part of their academic record at İstanbul 29 Mayıs University, School of Foreign Languages English Preparatory Program. This could be an appeal to change his/her class, to ask for additional support (peer study, extra homework etc.) or any other changes to a students' academic record.

Name: \_\_\_\_\_

University ID Number : \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email : \_\_\_\_\_@\_\_\_\_\_

Type of Appeal:

\_\_\_\_\_

You must include the following information for your appeal.

1. A statement which includes your specific record change request: the nature of the event which occurred (when it began, how long it lasted, the effect of this had on your classes, etc.); why the proper procedure was not followed in the time of frame of the track(s).
2. Supporting documents for extenuating circumstances.
3. The academic Records Appeal Form and Acknowledge Form completed and signed by you.

I declare all the above information provided is true and correct and I understand, if the above or attached information is found to be falsified in any way, the Appeal Board may choose to overturn any decision previously made. I understand the decision made by the Appeal Board is final.

**Student Signature:**

### Registrar Use

Appeal Board Date: \_\_\_\_\_ Type of Appeal: \_\_\_\_\_

Decision:  Approved  Denied

Notes: \_\_\_\_\_