



Office of the Registrar

Appeal for Academic Continuance

Policy Reference: **AC.3.1**

AA211, Heritage Hall
 1301 - 16 Avenue NW
 Calgary, AB T2M 0L4
 Phone: 403.284.7248
 Toll-free: 1.877.284.7248
 Fax: 403.284.7112
 Email: records@sait.ca

Please complete sections A to C digitally. Submit to the Office of the Registrar via email to records@sait.ca within 10 days of receiving notice.

A) Personal Information

		Student ID Number	
Last Name		First Name	Middle Name
Address		City	Province
Preferred Number	<input type="checkbox"/> Home <input type="checkbox"/> Cellular <input type="checkbox"/> Business	Alternate Number	<input type="checkbox"/> Home <input type="checkbox"/> Cellular <input type="checkbox"/> Business
		Postal Code	
Email Address			

B) Program/Subject Information

Program/Course	Major/Option	Dates Attended (DD-mmm-YYYY) to
<input type="checkbox"/> I request to appeal my standing of Academic Withdrawal (Policy Reference AC.3.1)		
Agreement		
*This is my first appeal for Academic Continuance.....		Yes No
*This application is within 10 calendar days of notification of Withdrawal.....		Yes No
GPA is above 1.0 with current unofficial transcript included.....		Yes No
Proof of Completion of Back on Track is included.....		Yes No
A written letter of recommendation from a faculty member, Academic Chair, or an advisor from my program is included.....		Yes No
Supporting documents such as doctor's notes, death certificates, legal documents or official letters, etc. are included.....		Yes No
Reason for appeal (highlight):		
Describe the extenuating circumstances under which you'd like special consideration for appeal:		



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If granted continuance, what is your plan for success? Please be specific and include resources you will access and other changes you intend to make:

Student Signature

Date (DD-mmm-YYYY)

FOIP Notification

The personal information you provide on this form is collected under the authority of the [Freedom of Information and Protection of Privacy Act](#) of the Province of Alberta, Section 33(c). This information will be used to process a request for a third attempt of a course. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at foip.coordinator@sait.ca.