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|  | Student Appeal Form |
|  | Wenzao Ursuline University of Languages |
|  |  |  |  |  |
| Name |  | Gender |  |
|  |  |  |  |  |
| Birth month, |  | Contact |  |
| day/ year |  | phone |  |
|  |  |  |  |  |
| Class |  | Student Id |  |
|  |  |  |  |  |
| Mailing address |  |  |  |  |
|  |  |  |
|  | Facts about and reasons for making an appeal (Facts -- Provide the number of the document that describes |
|  | the disciplinary action and briefly state the facts. Attach additional sheets if needed.) |
| Facts & Reasons |  |  |  |  |
|  |  |  |  |  |
| Evidence |  |  |  |  |
|  | (Bind them as shown in the attachment after making a list.) |
|  |  |  |  |  |
| Hope to get the |  |  |  |  |
| remedy |  |  |  |  |
|  |  |  |
|  | \*Unless the case is not accepted or deliberations must be suspended, the Committee should meet within two |
|  | weeks after receiving the appeal document and reach a decision within twenty days. When an extension is |
|  | necessary, the Appellant will be notified. Extensions are limited to one time for a maximum of two months. |
|  | Appeal cases related to expulsions or revocations of student status may not be extended. |
|  | \* Appellants who are unsatisfied with the results of appeals regarding administrative action by the University |
|  | may file an official appeal which includes the review decision document to the Ministry of Education via the |
|  | University within 30 days after receiving the decision. |
|  | \* Before a decision document is finalized by the Committee, the Appellant may retract his or her appeal |
|  | case. |
|  |  |  |
| Processed Date of the committee(Authorized officer use only.) |  |
|  |  |  |
| Approval | The decision document should be reviewed by the University President and delivered by the Committee to |
| the Appellant and the unit imparting disciplinary action. |
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