

## FORMAL REQUEST FOR AN ADMISSION APPEAL FOR PORTFOLIO PROGRAMS

A \$50 (non-refundable) administration fee is required with this appeal request. Applicants may appeal more than one decision but for each appeal, a separate written request, Admission Appeal Form and payment of \$50 must be made. Please pay at the front counter at the Office of the Registrar, D100. Payment can be made by debit, certified cheque or money order (No cash or credit cards).

The Admission Appeal request must be submitted in writing to the Admissions Office, B101 within ten (10) working days of receipt of the original admission decision. Your letter **must state clearly why the appeal is being requested**, the specific facts that you consider to be grounds relevant to the admission appeal, as well as any previous attempts to address the situation. **If the facts are not clearly specified, the appeal will be disqualified. Requests for a “second review” will not be considered. If you submitted your portfolio online, it's not necessary to include it with the appeal. The typewritten letter must be 12 pt. font, single-spaced, 600 words maximum.**

**Please return this form, a copy of your payment receipt, your appeal letter and original, unaltered portfolio (if required) to the Admissions Office, B101.**

Date submitted:	Student Number:
First Name:	Last Name:
Program requesting Appeal:	
Included with this application:	<input type="checkbox"/> Letter of Appeal <input type="checkbox"/> Portfolio <input type="checkbox"/> Receipt of \$50 administration fee

**Applicant to initial each point below:**

	<p><b>I have requested and reviewed my portfolio score</b> with the portfolio letter outlining the Admissions portfolio minimum score cutoffs for this year. I have reviewed my score with the portfolio requirements as outlined in the Admissions portfolio requirements.</p>
	<p><b>I have spoken with the Admissions Office regarding my admission decision as outlined in Step one of the Admission Appeal Procedure.</b> An applicant may contact the Admissions Office to request an explanation for this decision including specific reasons. All requests received by other Sheridan Departments or Schools will be forwarded to Admissions.</p>
	<p><b>My letter clearly states why the appeal is being requested, specifically identifies the grounds as outlined in the Admission Procedure,</b> and all previous attempts to address the situation. Please ensure that this information is included in your letter. If this information is incomplete, your admission review may be declined.</p>
	<p><b>I meet the academic requirements of the program.</b> To request an Admissions appeal based on your portfolio score, you must meet the academic requirements of the program. Eligible applicants are selected for programs on the assessment of their previous academic achievement and the results of the portfolio assessment.</p>
	<p><b>All artwork in my portfolio is the original submission and does not include new or altered work.</b> OR My portfolio was submitted online.</p>
	<p><b>I understand that my online or submitted portfolio score may be affected in one of three ways:</b> The score may remain the same, the score may increase or the score may decrease.</p>

It is possible that any change in score will not necessarily change the admissions decision.

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

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

FOR OFFICE USE ONLY	Your portfolio and letter were received on:	<input type="checkbox"/> Letter	<input type="checkbox"/> Portfolio
Date: _____	By: _____		