

## Completing Appeals Forms Electronically – Instructions for Students

In order to begin an appeal, you must first consult with an Academic Advisor. Please contact [advising@uwinnipeg.ca](mailto:advising@uwinnipeg.ca) for options to connect with an Advisor. Your Advisor will provide you with the appropriate form for your appeal, and can answer any questions you may have about the appeal process.

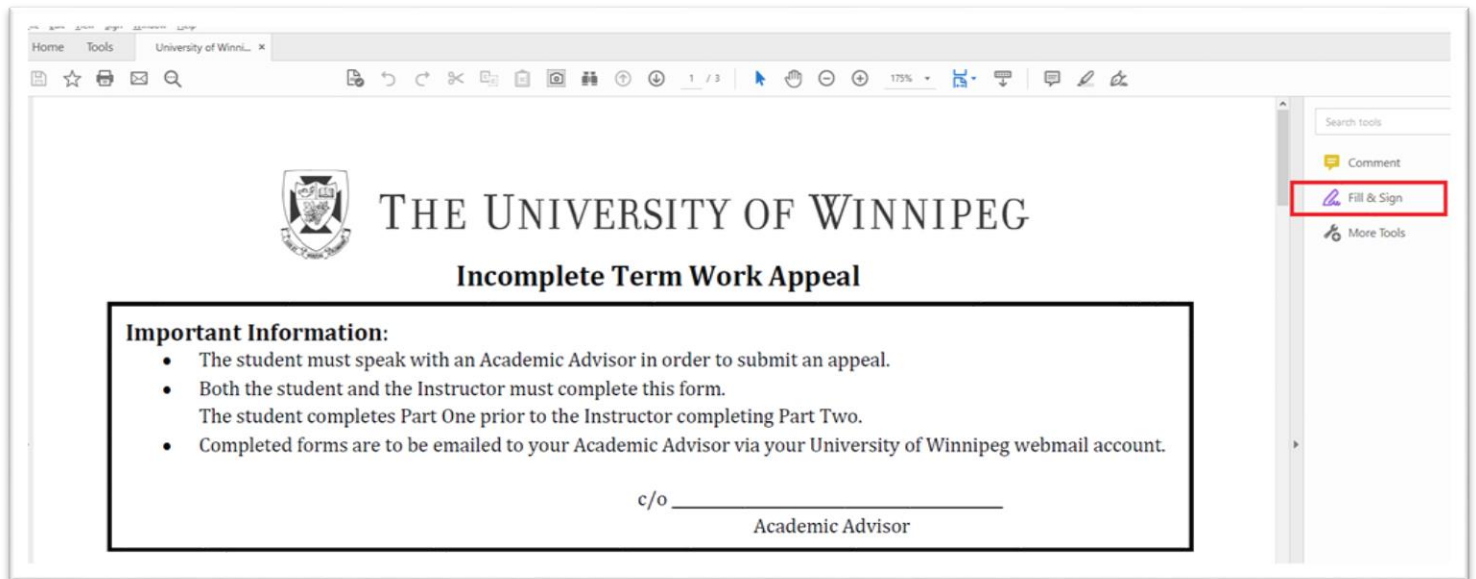
In order to complete your appeal form, you will need to install one of the following free programs:

- A. Adobe Acrobat Reader DC: <https://acrobat.adobe.com/ca/en/acrobat/pdf-reader.html>
- B. Adobe Fill & Sign mobile app (Android and iPhone): <https://acrobat.adobe.com/ca/en/mobile/fill-sign-pdfs.html>

**NOTE:** Both of these options are free. If you are being asked to pay, you have either selected the wrong option, or you may be on the wrong website.

### DIRECTIONS FOR USING ADOBE ACROBAT READER

- 1) Open the appeal form in Adobe Acrobat Reader.
- 2) Select Fill & Sign from the tool bar on the right side of the screen:



If you already have Adobe Reader installed on your computer but do not see the Fill & Sign option, you may need to update your Reader to the most recent version.

- 3) Hover over any space where you would like to enter text. A text box will appear in the space for you to enter the relevant information:

**Important Information:**

- The student must speak with an Academic Advisor in order to submit an appeal.
- Both the student and the Instructor must complete this form. The student completes Part One prior to the Instructor completing Part Two.
- Completed forms are to be emailed to your Academic Advisor via your University of Winnipeg webmail account.

c/o \_\_\_\_\_  
Academic Advisor

Name: A. Student Student #: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Student Webmail: \_\_\_\_\_

The **maximum\*** extension deadline for incomplete term work to be submitted is:

- **April 1** for Fall term courses

If a text box does not automatically appear, left-click where you would like the text box to be and one will appear.

- 4) Fill out all of your Contact Information, and answer all questions included under Part One – To be completed by the student. If you need more space than is provided on the form, you are welcome to attach additional information in a separate document.
- 5) Sign and date the appeal form.

Select the Sign Option on the toolbar at the top of the screen:

It is academic misconduct to falsify, fabricate, or in any other way provide misleading information related to the appeal. This includes, but is not limited to, making false claims or statements, altering official documents or records, and omitting information. Personal information on this form is collected under the authority of 36(1) of the Freedom of Information and Protection of Privacy Act. It is intended to assist the student with their academic appeal and will not be used or disclosed otherwise.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

You have the option to type or create a signature. You can use either option. Stamp your signature over the signature line.

- 6) Save your form. Once the signature has been applied and you have saved the form, the text you have entered will be locked in place, and cannot be changed by any users.
- 7) Send your completed form to your instructor so they may complete Part Two. When you email the form to your instructor, make sure to send it using your UW Webmail, and include your student number.