***CONFIDENTIAL***

***(Standards Committee Use Only)***

**APPEAL FOR ACADEMIC PROBATION**

For SY 2019-20

***Note: If you have previously been on probation in the Ateneo de Manila University Loyola Schools, you are INELIGIBLE to apply for probation.***

Provide the information below and affix your signature in the space provided.

|  |  |
| --- | --- |
| ID Number: \_\_\_\_\_\_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  Surname First Name Middle Name |
|  |  |  |
| Year Level in SY 2018-19 | \_\_\_\_\_\_\_\_\_\_ | Degree Program: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

I hereby appeal for academic probation for SY 2019-20. Please find attached my letter of appeal to the Standards Committee with pertinent supporting documents.

I hereby certify to the truthfulness of the information written in my appeal. I understand that any misrepresentation of information will be sufficient ground for the denial of my appeal.

I am aware that documents filed in support of this appeal become the property of the Ateneo de Manila University Loyola Schools and will not be returned to me.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student’s Signature over Printed Name |  | Date Submitted |

**Instructions:**

1. Accomplish and sign this Appeal for Probation form.
2. Attach to this form a letter addressed to the Standards Committee.
	1. Your letter should answer the following questions:
		1. What were the two/three most important reasons why you failed to meet the required yearly QPI last schoolyear?
		2. Why do you think you deserve to be given another chance to continue your studies at the ADMU Loyola Schools?
	2. *In your appeal, it is important to the Committee that you make clear ­serious reasons beyond your control, if there are such reasons, to explain why you did not meet the required yearly QPI.*
	3. Do not forget to affix your signature at the end of your letter.
3. Attach relevant supporting documents (e.g., medical certificate, certification from your guidance counselor, etc.).
4. Submit the original copies of your Appeal for Probation form and supporting documents to the Office of the ADAA before the deadline.
5. Using your obf email account, submit pdf copies of your Appeal for Probation form and supporting documents to adaa.ls@ateneo.edu using the Subject Heading: Appeal for Probation: [Insert your LAST NAME, FIRST NAME]. Appeals sent using other email accounts will not be accepted.
6. **Both** the hard and electronic copies of your appeal must be received by the Office of the ADAA for your appeal to be forwarded for deliberation to the Standards Committee.

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ACTION OF THE STANDARDS COMMITTEE:

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 Date Chair, Standards Committee