

1.0 STUDENT INFORMATION

Student Name: _____ ID #: W _____
Program/Campus: _____ Date: _____

2.0 PREPARING YOUR STUDENT APPEAL

- a. Meet with the decision maker, to attempt to resolve the issue, prior to lodging a formal appeal.
- b. If you wish to proceed with an appeal, complete this form.
- c. You are required to meet with either your Student Services Advisor or the Assistant Registrar at your campus to learn about the student appeals process.
- d. Bring all relevant documentation that supports your appeal, to your meeting. If you are meeting via telephone or through technology, please scan and email all supporting documents to your advisor in advance of the scheduled meeting.
- e. Obtain a signature on this form, to move forward with the appeal.
- f. Submit this form, the Student Appeal Advising Meeting form, and all documentation relevant to your appeal to the Assistant Registrar at your campus.
- g. You have ten (10) business days from the publication of the decision to prepare and submit your appeal.

3.0 GROUNDS FOR APPEAL – submitted by student:

- a. What are you appealing? Please select from the below appealable decisions:

Final Course Grade	Graduation
Academic Discipline	Recognition of Prior Learning
Academic Probation	Academic Accommodations
Restricted Enrolment	Non-Academic Discipline

- b. What are the grounds for your appeal? Please select from the below appealable grounds:

A procedural error was made by the decision maker that impacts the decision.

Newly supplied evidence supplied by the student impacts the accuracy of the decision.

New evidence is available that was not available at the time of the original decision.

The academic decision is correct, but the penalty imposed is unduly harsh, given the circumstances.

- c. Please describe the reason(s) you are submitting a formal appeal. Your reason(s) must be one or more of the appealable decisions and grounds noted above. A more detailed account of your appeal can be attached to this form, if required.

4.0 Submitting Your Appeal

As outlined in clause 4.1.g of the Student Appeals Policy (32.01), the onus is on the student to establish/prove, through the appeals process, that the original decision was not reasonable and fair under the parameters of appealable decisions, as outlined in the policy.

I have met with the decision maker regarding the reasons for my appeal, and a resolution could not be agreed upon.

I have met with my Student Services Advisor and/or the Assistant Registrar, and understand the student appeals process.

Information on this form and other relevant documentation is accurate and has been submitted within ten (10) business days of the decision I am appealing.

Student Signature

Date

**Student Services Advisor or
Assistant Registrar**

Date