

Academic Appeal Form (Stage 1)

This form should be used for all Stage 1 Academic Appeals. Please complete all sections below and submit this completed form, along with copies of all supporting documentation, to the Academic Director or Designate

Student Name	Student ID
Program Name	
Course Code (if applicable)	Term
E-mail	Phone

Section 1: Reason for Academic Appeal

Academic Appeals must be based on one or more of the following grounds. Please indicate the grounds for your appeal below:

- Compassion:** Health or extenuating circumstances have occurred that are beyond the control of the student.
- Policy Violation:** An academic decision that has been made without due regard to proper policy.
- New Evidence:** Situations where relevant evidence emerges that was not available at the time of the original decision during a student assessment, informal appeal, etc.
- Bias:** Decisions that the student believes were biased.
- Severity of Sanction:** Situations where the student believes the severity of the sanction imposed was not reasonable.

Section 2: Written Explanation

Please attach a typed letter on the reasons or grounds outlining the reasons or grounds for your appeal. It is your responsibility to demonstrate why the original decision should be reviewed. Please be specific and provide details.

Section 3: Supporting Documentation

Please attach any relevant documentation to support your appeal. Please only provide copies. Keep all original documentation. List the documentation included.

Section 4: Outcome

Please describe below the outcome you wish to achieve through your appeal.

I declare that the information above and attached is true, correct, and complete. I understand that submitting an incomplete form and/or missing documentation may be grounds for denial of my request for an appeal.

Student Signature

Date

For Academic Administrator Use Only

Instructions:

1. Complete this page.
2. Communicate the decision to the student in writing.
3. Submit all materials to the Registrar.

Decision

- Approved
- Denied
- Alternate Resolution (Please describe below)

Outcome

Rationale for Decision

Academic Administrator

Date