

### ACADEMIC APPEALS

The regulations and guidelines governing academic appeals are delineated in the *Academic Calendar*, section 2, Academic Regulation 11. It is the responsibility of students and instructors to provide the Committee on Academic Appeals with all relevant available material on which the grade was based. Be advised that when a grade appeal is launched, the grade can be raised, lowered, or remain unchanged. Before completing this form, students are strongly advised to read this regulation very carefully.

STUDENT INFORMATION:			
Last Name:		First Name:	
Student Number (A#):		Cell Phone #:	
Home Phone #:		Email Address:	
Current Address:			
Permanent Address:			

**TYPE OF APPEAL: Complete only ONE of these two options.**

<b><u>GRADE APPEAL</u></b>	<b>Supporting documentation must be attached (includes, but not limited to: 1) any communications (written or email) with the instructor about the issue, 2) any retained, graded work directly related to the grade you are appealing, and 3) any retained, graded work on which your overall course grades were based (as an indication of the type of work you were doing in this course prior to this incident), and 4) if a 5 minute personal interview is desired to personally present your case to the committee, you must request that in your appeal.</b>		
	Course Number		CRN:
	Course Name		Instructor:
	Term:		
Reason for Appeal:			

<b><u>NON -GRADE APPEAL</u></b>	<b>Briefly describe <u>PRECISELY</u> what you are appealing and the reason(s) for the appeal:</b>		
	Course Number		CRN:
	Course Name		Instructor:
	Term:		
Reason for Appeal:			

**TO BE PROCESSED, ALL OF THE FOLLOWING MUST BE COMPLETED.**

**A GRADE APPEAL** - Students who wish to appeal a grade must first consult the instructor concerned within one month of receiving the grade and, if unsatisfied, should then consult the appropriate Chairperson and Dean. If the problem is still unresolved, students may forward the appeal to the Committee on Academic Appeals. This must be done in writing, through the Registrar, within three months from the last day of the semester in which the course is taken.

**A NON-GRADE APPEAL** - On appeals other than those for a change of grade, normally within one month of the event or the decision being received by the student, the student shall submit the appeal in writing and direct it to the Committee on Academic Appeals through the Registrar.

Date Instructor was consulted:	
Instructor Signature	
Date Chairperson was consulted:	
Chairperson Signature	
Date Dean / Associate Dean was consulted:	
Dean / Associate Dean Signature	

State <b>PRECISELY</b> what you expect the upholding of your appeal to accomplish:

- Attach ALL relevant documentation.
- Complete and return form with requisite appeal fee of \$30.00 to the Service Centre, McNally Main, Room 108

Date of Filing: \_\_\_\_\_ Student Signature: \_\_\_\_\_

FOR OFFICE USE ONLY	
Received by Registrar:	
Forwarded to Appeals Committee:	
Heard by Appeals Committee:	
Student notified of decision:	
Comments:	