



# Initial Appeal Form

**Note:** This form is to be used for the initial appeal process only. Should this process result in an unfavourable decision, the student may pursue a formal appeal hearing by completing a formal appeal form.

Date Appeal Initiated: \_\_\_\_\_ Type of Appeal: Academic \_\_\_ Disciplinary \_\_\_

If an Academic Appeal, please indicate:

Course name and number: \_\_\_\_\_ Faculty Member: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Program Name: \_\_\_\_\_

Please outline the decision that you are appealing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state why you feel a review is warranted and clearly state the remedy you are seeking:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you attempted to resolve this matter with a University College instructor/staff member?

**Yes** \_\_\_ **No** \_\_\_ If no, why not? \_\_\_\_\_

Please state when, with whom, and the results:

\_\_\_\_\_  
\_\_\_\_\_

Did you receive the University College instructor/staff member's decision in writing (letter or e-mail)?

**Yes** \_\_\_ **No** \_\_\_

If yes, when? \_\_\_\_\_ Please attach written decision.

### SIGNATURES

Step 1: Instructor/staff member (please sign)

Appeal Upheld \_\_\_\_\_ Appeal Denied \_\_\_\_\_ Date \_\_\_\_\_

Step 2: Dean (please sign)

Appeal Upheld \_\_\_\_\_ Appeal Denied \_\_\_\_\_ Date \_\_\_\_\_

Step 3: Vice-President Academic & Research (please sign)

Appeal Upheld \_\_\_\_\_ Appeal Denied \_\_\_\_\_ Date \_\_\_\_\_

Date Appeal Withdrawn \_\_\_\_\_ Student Signature \_\_\_\_\_