



University College of the North

Student Appeal - Retroactive Withdrawal Decisions LEVEL II: SENIOR ADMINISTRATOR RESOLUTION

To receive consideration, all Student Appeals:

- Must be filed by the student within five (5) working days of receipt of the Registrar or designate decision being rendered; and
- Must be submitted in writing (not email) to the Registrar; and
- Must be accompanied by this form and written submission which must include:
 - ✓ The facts that establish the grounds for a final stage appeal; and
 - ✓ The outcome(s) sought; and
 - ✓ All supporting documentation.

Student Name:	Student ID Number:
Address:	Phone:
Email:	Policy being appealed:
Student Signature:	Date:

ABOVE SECTION TO BE COMPLETED BY THE STUDENT AND FORM TO BE PROVIDED TO THE ADMINISTRATOR AT INITIAL MEETING

Decision: Initial Decision Upheld:

- Yes
- No
- Appeal Withdrawn – Student’s signature: _____

Rationale for Decision: _____

Signature of Administrator:	Date:
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The Administrator is to provide a copy of the signed form to the student and a copy for the student file.