



Policy Supporting Document:	E-2.4.2
Policy Holder:	VP Education

REQUEST FOR A FINAL STAGE STUDENT APPEAL

Please Note:

1. To receive consideration, all requests for final stage appeals related to grades or inappropriate conduct:
 - must establish the grounds for a final stage appeal;
 - must be filed in writing within **ten (10) working days** of receipt of the President's, Dean/Director's written decision regarding the final grade or imposed consequence; and
 - must be submitted to the **Office of the Vice President of Education, Interurban Campus, Campus Centre, Room 307.**
 - If the student is appealing a suspension from the College by the President, the appeal must be submitted to the Board of Governors, Lansdowne Campus, Paul Building, Room 217.
2. For complete information see the *Student Appeals Policy* and the *Student Conduct Policy*.

Name:	Phone:
Address:	Email:
Type of Appeal: <input type="checkbox"/> Final grade <input type="checkbox"/> Imposed discipline	Program:
Who assigned the grade or imposed the discipline?	Course Name: <i>(if relevant)</i>

Grounds for Final Stage Appeal: *Please ✓ appropriate box(es).*

1. I am requesting a **FINAL STAGE** appeal of a final grade for the following reason(s):
 - the course outline has not been followed by the instructor;
 - the evaluation criteria have not been applied according to the College grading and promotion policy; and/or
 - the evaluation criteria have not been applied in a reasonable, fair and just manner.
2. I am requesting an appeal regarding discipline for the following reason(s):
 - I deny the conduct;
 - I disagree with the severity of the discipline; and/or
 - new information has come to light that would have an impact on the decision regarding imposed discipline.

Please attach a written submission which must include:

1. *the facts that establish the grounds for a final stage appeal;*
2. *the outcome(s) you seek; and*
3. *all supporting documentation.*

Student's Signature:	Date:
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