



Policy Supporting Document:	E-2.4.1
Policy Holder:	VP Education

SUMMARY OF DECISIONS FOR THE FIRST STAGE OF A STUDENT APPEAL

Decisions and process must comply with the *Student Conduct Policy* and the *Student Appeal Policy*.

To receive consideration, the student must initiate all requests for appeals with the person who assigned the final grade or imposed the discipline **within 10 working days** of the official posting of the final grade or imposition of discipline. If the student is unable to reach the instructor or decision-maker, assistance should be sought through the School/Department office.

Student Name:		Student I.D. Number:	
Address:		Phone:	
Email:		Course Name: (if relevant)	
Decision Being Appealed: <input type="checkbox"/> Final Grade <input type="checkbox"/> Imposed Discipline		Final Grade Assigned or Discipline Imposed:	
Name of Person Who Assigned the Grade or Imposed the Discipline:		Date of Meeting (Instructor & Student):	
Decision: Final Grade or Imposed Discipline is Upheld: <input type="checkbox"/> Yes (Provide rationale below.) <input type="checkbox"/> No (If a grade is changed the instructor is to complete a Grade Change Form.)			
Rationale (If "Yes" above) Attach additional information as necessary. 			
Signature of Instructor or Decision-Maker:	Date:	Student Initials: <small>Acknowledges receipt of decision.</small>	Date:
Signatore to forward copy to the Chair/Coordinator or next level of authority.			

If the student does not agree with the decision stated above, the student may take their concerns to the next level of authority (normally the Chair of the Department) within five (5) working days of the date of the decision above.

Name of Chair/Coordinator:	Date of Meeting (Chair/Coord & Student):
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Decision: Grade or Imposed Discipline is Upheld:

- Yes (Provide rationale below.)
 No (If a grade is changed a Grade Change Form needs to be submitted.)

Rationale (If "Yes" above) Attach additional information as necessary.

Signature of Chair/Coordinator:	Date:	Student Initials: (Acknowledges receipt of decision)	Date:
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Chair to forward signed copy to the Dean/Director.

If the student does not agree with the decision stated above, the student may take their concerns to the final level of authority within the School, which is the Dean/Director, within five (5) working days of the date of the above decision.

Name of Dean/Director:	Date of Meeting (Dean/Director & Student):
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Decision: Grade or Imposed Discipline is Upheld:

- Yes (See Below); Length of Imposed Discipline: _____
 No (If a grade is changed the Dean/Director is to complete a Grade Change Form).

If the Dean/Director upheld the decision of the Chair, the student will receive the decision in writing in the form of a letter. The letter should include:

- The Type of Appeal (Final Grade or Imposed Discipline)
- The Date of the Meeting with the Student
- Meeting Participants
- Summary of the Student's Concerns
- Summary of the Review
- The Decision
- Rationale for the Decision
- Length of Imposed Discipline

The Dean/Director is to forward a copy of the letter to Vice President.

If the student does not agree with the decision of the Dean/Director, the student may request a Final Stage Appeal. (See "Request for Final Stage Appeal" form.)