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 Dean/Director’s written decision regarding the final grade or imposed consequence; and
   - must be submitted to the Office of the Vice President Education, Interurban Campus, Campus Centre, Room 307.
2. For complete information see the Student Appeals Policy and the Student Conduct Policy.

Name: Phone:
Address: Email:
Type of Appeal: □ Final grade □ Imposed discipline Program:
Who assigned the grade or imposed the discipline? Course Name: (if relevant)

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):
   - 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. Use Form E-2.4.3.
   - I deny the conduct;
   - 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:

Request for Final Stage Appeal Form: E-2.4.2