



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

## REQUEST FOR A FINAL STAGE STUDENT APPEAL

**Please Note:**

- 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 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.
- For complete information see the *Student Appeals Policy* and the *Student Conduct Policy*.

<b>Name:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>
<b>Type of Appeal:</b> <input type="checkbox"/> Final grade <input type="checkbox"/> Imposed discipline	<b>Program:</b>
<b>Who assigned the grade or imposed the discipline?</b>	<b>Course Name:</b> <i>(if relevant)</i>
<b>Grounds for Final Stage Appeal:</b> <i>Please ✓ appropriate box(es).</i>	
1. I am requesting a <b>FINAL STAGE</b> appeal of a final grade for the following reason(s): <ul style="list-style-type: none"><li><input type="checkbox"/> the course outline has not been followed by the instructor;</li><li><input type="checkbox"/> the evaluation criteria have not been applied according to the College grading and promotion policy; and/or</li><li><input type="checkbox"/> the evaluation criteria have not been applied in a reasonable, fair and just manner.</li></ul>	
2. I am requesting an appeal regarding discipline for the following reason(s): <ul style="list-style-type: none"><li><input type="checkbox"/> I deny the conduct;</li><li><input type="checkbox"/> I disagree with the severity of the discipline; and/or</li><li><input type="checkbox"/> new information has come to light that would have an impact on the decision regarding imposed discipline.</li></ul>	
<b>Please attach a written submission which must include:</b>	
1. <i>the facts that establish the grounds for a final stage appeal;</i>	
2. <i>the outcome(s) you seek; and</i>	
3. <i>all supporting documentation.</i>	
<b>Student's Signature:</b>	<b>Date:</b>