

Second Level Academic Appeal Request Form

Please complete this form and return it, together with a receipt for the second level appeal fee, a copy of your first letter of appeal, a copy of the 1st Level Appeal Committee decision, and any additional information or documentation to the Office of the Vice President, Academic, Newnham Campus. The appeal fee is \$25 per course and can be paid at the Cash office on your campus. You may obtain assistance regarding the academic appeal process from the Student Services or Counselling Department on your campus.

Please note that the second level appeal must be made no later than one month after you have received the decision of the First Level Appeal Committee.

Last Name: _____ First Name: _____

Address: _____

Phone No. (Home): _____ (Cellular/Business): _____

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Student Number

Program: _____

Email Address: _____

DETAILS OF THE REQUEST FOR ACADEMIC APPEAL

Subject Name and Grade being appealed:

Transcript comment or other academic decision being appealed:

Semester of transcript/ grade/academic decision (e.g. Fall 2006):

- State what outcome you are seeking (e.g. grade change, removal of a transcript comment).

- Please describe your reasons for proceeding to a 2nd level appeal. Attach an additional sheet if necessary. See section Appendix C in Academic Policy for information on 2nd level appeals. Attach a copy of your first level appeal request and the decision of the First Level Appeal Committee. Include any new information and documentation that was not available at the first level appeal.

- Attach any documentation that is relevant to your appeal.

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY ACT

The personal information collected on this appeal request form (including any documentation that you have submitted as pertaining to your appeal), as well as other information/documentation relevant to the appeal hearing will be provided to the professor(s) who assigned the grade or made the decision under appeal and will be shared with the Appeals Committee to be used in making a decision on the appeal.

Personal information is collected for the administrative, investigative and decision-making purposes of the College in accordance with sections 21, 39 and 49 of the Freedom of Information and Protection of Privacy Act and under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, Regulation 34/03. If you have any questions concerning the collection and use of personal information, please contact the College's Freedom of Information and Privacy Protection Officer at 416-491-5050 extension 2078.

If you have any questions regarding the collection and use of personal information, please contact the Resolution Equity & Diversity Centre, at (416) 491-5050, Ext. 2078

Student Signature

Date

FOR OFFICE USE ONLY:

Empty box for office use only.