

PERSONAL IDENTIFICATION	
Student ID number	Date of incident (mm/dd/yyyy)
Student last name	Student first name
Academic program	Instructor name
Course related to appeal (code and name)	

To be completed by students who wish to submit an academic appeal. Students can appeal the following:

(see [Academic Regulations section 10. Academic appeals](#) for more information).

- A mark on an assignment, test, examination, or work-integrated learning term
- Missing or incorrect assessment information on a grade report and/or transcript
- A charge of breach of academic integrity
- A final admission decision. Applicants who have been refused admission to the college have the right to submit an appeal if they believe that equal consideration with other applicants was not provided

* Students cannot appeal a final grade. It is the academic work that is appealable leading to the final grade i.e. final test, exam, assignment, or work/skills in a co-op, practicum, field/clinical placement.

Grounds for appeal (select all that apply)

- ☐ Accommodation not met
- ☐ Irregular exam situation
- ☐ Irregular test/assignment content
- ☐ Grade challenge
- ☐ Breach of Academic integrity
- ☐ Extenuating circumstances
- ☐ Other (please specify) _____

For all appeals the following must be submitted as part of the appeal package:

- A completed copy of page 1 of the Academic appeal form (AAF)
- An appeal statement (no more than 250 words) explaining why you are submitting an academic appeal. The request should include the following:
 - Any additional evidence to support the students appeal
 - Breach of Academic Integrity Form (BAIF) with all steps in the process completed (If appealing an academic misconduct)

Incomplete appeal packages will not be reviewed and will be returned to the student to be complete

Deadline:

Students must start the appeal process within **five working days** of receiving the contested grade/decision. Late requests will not be considered. Academic appeals follow a progression. If the issue is resolved, it will not proceed to the next step.

Signature of student

Date (mm/dd/yyyy)

Part 1 - Student - Academic Area

Student submits appeal form, appeal statement, schedules/meets with the instructor. Within **five working days** of receiving the grade being appealed.

Student signature

Date (mm/dd/yyyy)

Faculty signature

Date (mm/dd/yyyy)

Outcome of meeting (to be completed by faculty):

Part 2 - Student

If the situation is not resolved and the student has decided to progress to the appeal, the student submits appeal form and appeal statement to Dean/Associate Dean within **two working days** of meeting with the faculty. For breach of academic integrity appeals within **three working days** of receiving the Breach of Academic Integrity form (BAIF) signed by the Dean/Associate Dean.

Part 3 - Dean/Associate Dean

Dean/Associate Dean schedules and meets with student and faculty within **two working days** of submitting the letter to the Dean/Associate Dean. If an academic misconduct is being appealed, it is at the Dean/Associate Dean's discretion to determine whether this meeting is required.

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Meeting not required

Date of meeting (mm/dd/yyyy)

Dean/Associate Dean signature

Comments:

Part 4 - Student

Student submits appeal form and appeal statement to Office of the Registrar within **two working days** of receiving notification of the Dean/Associate Dean's decision.

Registrar/Associate Registrar signature

Date (mm/dd/yyyy)

Comments:

Part 5 - Student - Office of the Registrar

Attend a College Academic Appeal Panel (CAAP) within **five working days** of submitting the appeal to the Office of the Registrar.

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CAAP is not warranted

☐

CAAP warranted

Date of CAAP: _____

(mm/dd/yyyy)

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Recommend the student and academic area work together to find resolution to issue

Dean/Associate Dean signature

Date (mm/dd/yyyy)

Part 6 - Office of the Registrar

Complete the AAF with final panel results. A copy is provided to the student, panel members, Dean/Associate Dean, Program coordinator and faculty. The Office of the Registrar makes the appropriate changes to the student record as needed within **two working days** of the appeal panel meeting.

Date of CAAP (mm/dd/yyyy)

Registrar/Associate Registrar signature

Comments:

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Georgian College is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA), 1990, and endeavors to treat your personal information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than the administration and evaluation of the academic appeal.

For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at registrar@georgiancollege.ca or 705.728.1968; for more information about FIPPA, please contact the Access and Privacy office at accessprivacy@georgiancollege.ca or 705.728.1968 ext., 5770.