Notice of Appeal Form

Request for Appeal (select Level below)

In order to submit an appeal, a student must:

1. Read the Student Appeal Policy A128 found on the College website or at www.fanshawec.ca/appeals
2. Complete Section A & B. NOTE: A separate form must be completed for each appeal.
3. Submit this form to the Office of the Registrar (Rm. E1012) with the appropriate REQUIRED documents
   - See the reverse side of this form or refer to the College Policy to obtain the submission requirements for
     each Step.
4. Appeal Fee in the amount of $40.00 (payable upon submission of Step 3 appeals) NOTE: refundable if appeal
   granted

Please review reverse side of form for excerpts taken from College Policy A128.

A. TO BE COMPLETED BY THE STUDENT (Please print legibly)

- NAME:
- STUDENT NUMBER:
- LOCAL ADDRESS: I can be contacted by:
- Telephone:
- Street
- City/Province
- Postal Code

I wish to appeal the following:
- Grade Appeal/Academic Standing
- Academic Offence
- Code of Conduct

Program Name: Program #: Level:
Course #: Year/ Term: Grade: Academic Standing:

B. GROUNDS FOR APPEAL (to be completed by student)

Select reason(s) for the appeal. Please attach a copy of all documents as presented to the Chair/Dean/Manager.

- Merit of Work
- Medical/Legal/Compassionate
- Procedural Error
- Any other Unfair Treatment

Student’s Signature: Date:

C. TO BE COMPLETED BY THE ADMINISTRATOR [Please return completed form & decision correspondence to the Office of the Registrar E1012]

This appeal has been dealt with in accordance with College Policy A128. The Appeal is -

- Granted
- Denied

As a result of this decision:

- No change is required to the student’s academic record
- Change record per the attached ‘Student Record Change Report’
- Other changes required:

The student and others persons concerned have been advised of this decision in writing. (A copy of the correspondence attached.)

Signature of Administrator: Date:

Office Use Only:

Fee Paid: Yes
Receipt #: # Pages:
Received in Registrar’s Office: Date:
Received in School: Date:
Appeal Granted: Yes
Fee Returned: Yes
Date:

WHITE COPY—Chair, Dean or Senior Vice-President Academic
PINK COPY—Office of the Registrar
YELLOW COPY—Student
APPEAL 128 – NOV 15
1. PURPOSE
The purpose of this policy is to establish guiding principles and procedures under which a student may initiate an appeal concerning a perception of unfair treatment of the student arising from a College decision or action that result in a direct and significant adverse outcome for a student.

2. POLICY
The College is committed to fair, timely and consistent decision-making that relates to policies and procedures regarding students. The College acknowledges a student’s right to appeal. This policy guides the procedures for processing all student appeals except appeal of eviction from residence (see policy C207: Residence Operations) and appeal of a student fee (see A132: Student Fees).

The Associate Vice-President, Academic establishes procedures as necessary to achieve the purpose of this policy. Such procedures are focused on joint problem-solving, process improvement and incorporate the principles of procedural fairness, avoid actual or perceived bias or conflict of interest and provide for timely response. This policy reflects the College’s values and in particular our “Focus on Students.”

Procedure Overview

Problem Solving
The objective of this process is to achieve a fair and timely resolution of the issues raised. All parties contribute to this objective by focusing on full disclosure of the facts, agreement on the issues, active listening and attention to time limits.

Informal Discussion
Prior to initiating an appeal, a student is urged to consider either or both of the following optional actions:

- Seek guidance from the College Ombuds or from the Fanshawe Student Union regarding the issue itself or the appeal process. This action may clarify issues and options for the students.
- Attempt to resolve the issue by discussing it with the professor or other person who made the decision.

An Overview of the Appeal Steps (Student Action Items) Please refer to Policy A128 for full details on all steps.
The appeal process includes three possible steps. A student may not proceed to the next step until the preceding step is complete.

STEP 1: APPEAL TO A CHAIR OR MANAGER

<table>
<thead>
<tr>
<th>PARTY</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>Student</td>
<td>Gathers supporting documentation&lt;br&gt;Formally requests in writing a Step 1 meeting with the Chair or Manager.&lt;br&gt;Submits a Step 1 Notice of Appeal* to the Office of the Registrar. (* form available from the Office of the Registrar)&lt;br&gt;Meets with the Chair or Manager and attempts to resolve the issue.</td>
</tr>
<tr>
<td>Student</td>
<td>A student who is not satisfied with the Step 1 outcome may initiate Step 2</td>
</tr>
</tbody>
</table>

Submit Step 1 Notice of Appeal within 7 business days from the time the student becomes aware, or should have become aware, of the issue in question.

STEP 2: APPEAL TO A DEAN (or similar official)

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<th>PARTY</th>
<th>ACTION</th>
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<tr>
<td>Student</td>
<td>Submits a Step 2 Notice of Appeal to the Office of the Registrar along with a written submission including:&lt;br&gt;• A statement of the issue and grounds of the appeal.&lt;br&gt;• A summary of supporting evidence.&lt;br&gt;• A statement of remedy sought.&lt;br&gt;An appeal administration fee is due with this submission.</td>
</tr>
<tr>
<td>Student</td>
<td>A student who is not satisfied with the Step 2 outcome may initiate Step 3.</td>
</tr>
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Submit Step 2 Notice of Appeal within 7 business days of the receipt of the Chair or Manager’s Step 1 response, or end of the Step 1 response time limit.

STEP 3: APPEAL TO A COMMITTEE OF REVIEW

Important: See Procedures B and C for Committee of Review Hearing Protocol

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<tr>
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<tr>
<td>Student</td>
<td>Submits a Step 3 Notice of Appeal to the Office of the Registrar, along with a written submission including:&lt;br&gt;• A statement of the issue and grounds of the appeal.&lt;br&gt;• A witness list and summary of supporting evidence.&lt;br&gt;• A statement of remedy sought.&lt;br&gt;• An appeal administration fee is due with this submission.</td>
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Submit Step 3 Notice of Appeal within 7 business days of the receipt of the Dean’s Step 2 response (or of the end of the time limit for the Dean’s Step 2 response).