To be completed by students who wish to submit an academic appeal. Students can appeal the following:
(see Academic Regulations section 9 for more information).

- A mark on an assignment, test, examination, or work-integrated learning
- Missing or incorrect assessment information on a grade report and/or transcript
- A charge of academic misconduct

**Grounds for appeal (select all that apply)**

- Accommodation not met
- Irregular exam situation
- Irregular test/assignment content
- Grade challenge
- Academic misconduct
- Extenuating circumstances
- Other (please specify) __________________________________________

For all appeals, attach an appeal statement (no more than 250 words) explaining why you are submitting an academic appeal. The request should include the following:

- The grade/decision/issue being appealed, include relevant dates and events or conduct that occurred
- Full details of the grounds on which the appeal is being made
- The desired outcome of the appeal
- Be sure to include copies of all relevant documents

**Deadline:**

Students must start the appeal process **within three 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.

**Proceed to the reverse page**
Students appealing an academic misconduct start at Part 2. All other academic appeals start at Part 1.

<table>
<thead>
<tr>
<th>Part 1</th>
<th>Appeal process</th>
<th>Timeline</th>
<th>Date of meeting</th>
<th>Action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Student submits appeal form, appeal statement, schedules/meets with the instructor</td>
<td>Within three working days of receiving the grade being contested</td>
<td></td>
<td>□ Resolved □ Unresolved</td>
</tr>
</tbody>
</table>

Student signature:  
Instructor signature:  
Instructor comments:

<table>
<thead>
<tr>
<th>Part 2</th>
<th>Appeal process</th>
<th>Timeline</th>
<th>Date of submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Student submits appeal form and appeal statement to Dean/Associate Dean</td>
<td>Within three working days of meeting with the instructor. <strong>For academic misconduct appeals</strong> within three working days of receiving the Academic Misconduct form (AMF) signed by the Dean/Associate Dean</td>
<td>Date:</td>
</tr>
<tr>
<td>Dean/Associate Dean</td>
<td>Dean/Associate Dean schedules and meets with student and instructor</td>
<td>Within three business 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</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Student signature:  
Dean/Associate Dean signature:  
Comments:

<table>
<thead>
<tr>
<th>Part 3</th>
<th>Appeal process</th>
<th>Timeline</th>
<th>Date of meeting</th>
<th>Action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Student submits appeal form and appeal statement to Office of the Registrar</td>
<td>Within three business days of receiving notification of the Dean/Associate Dean's decision</td>
<td></td>
<td>□ Resolved □ CAAP</td>
</tr>
</tbody>
</table>

Registrar/Associate Registrar signature:  
Comments:

<table>
<thead>
<tr>
<th>Part 4</th>
<th>Appeal process</th>
<th>Timeline</th>
<th>Date of submission</th>
<th>Action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Attend a College Academic Appeal Panel (CAAP)</td>
<td>Within five business days of submitting the appeal to the Office of the Registrar</td>
<td></td>
<td>□ Resolved</td>
</tr>
</tbody>
</table>

Student signature:  
Registrar/Associate Registrar signature:  
Comments:

Submit to: Office of the Registrar, One Georgian Drive, Barrie, ON L4M 3X9 | T: 705.722.1511 | E: ROrecords@georgiancollege.ca  
Dated: Aug. 13/18, V1