

PERSONAL IDENTIFICATION		
Student ID number	Date of Birth (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 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

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 ROrecords@GeorgianCollege.ca or 705.722.1511; for more information about FIPPA, please contact the Access and Privacy office at AccessPrivacy@GeorgianCollege.ca or 705.728.1968 ext., 5770.

Students appealing an academic misconduct start at Part 2. All other academic appeals start at Part 1.

Part 1	Appeal process	Timeline	Date of meeting	Action taken
Student	Student submits appeal form, appeal statement, schedules/meets with the instructor	Within three working days of receiving the grade being contested		<input type="checkbox"/> Resolved <input type="checkbox"/> Unresolved
Student signature:			Instructor signature:	
Instructor comments:				
Part 2	Appeal process	Timeline	Date of submission	
Student	Student submits appeal form and appeal statement to Dean/Associate Dean	Within three working days of meeting with the instructor. For academic misconduct appeals within three working days of receiving the Academic Misconduct form (AMF) signed by the Dean/Associate Dean	Date: _____ Student signature: _____	
Part 3	Appeal process	Timeline	Date of meeting	Action taken
Dean/Associate Dean	Dean/Associate Dean schedules and meets with student and instructor	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	Date: <input type="checkbox"/> Meeting not required	<input type="checkbox"/> Resolved <input type="checkbox"/> Unresolved
Student signature:			Dean/Associate Dean signature:	
Comments:				
Part 4	Appeal process	Timeline	Date of submission	Action taken
Student	Student submits appeal form and appeal statement to Office of the Registrar	Within three business days of receiving notification of the Dean/Associate Dean's decision		<input type="checkbox"/> Resolved <input type="checkbox"/> CAAP
Registrar/Associate Registrar signature:				
Comments:				
Part 5	Appeal process	Timeline	Date of meeting	Action taken
Student	Attend a College Academic Appeal Panel (CAAP)	Within five business days of submitting the appeal to the Office of the Registrar		<input type="checkbox"/> Resolved
Student signature:			Registrar/Associate Registrar signature:	
Comments:				