

Academic Student Appeals Application Form

Name: _____ Student #: _____

Contact #: _____ Email: _____ @my.capilanou.ca

Time limit

An appeal must be submitted to the Chair, Senate Student Appeals Committee within twenty-one (21) calendar days of the end of term (Apr. 30, Aug. 31, Dec. 31.). Date of original decision: _____ Date of Application: _____

Senate Student Appeals Committee Review (Policy S2015-03): Grounds for Appeal

Check the box for the academic decision you are appealing:

- Final Grade of Course
- Denial of Withdrawal Under Extenuating Circumstances
- Denial of Admission or Readmission
- Restriction or Discontinuation of Enrolment

Your complete appeal package must include the following:

- This form, completed and signed;
- An attached written statement regarding the appeal including all attempts to resolve the matter (include all correspondence, tests/assignments, etc.)
- Supplemental documentation to support your appeal:

Document name and description:

Document name and description:

Document name and description:

- Request for Oral Hearing

Reason: _____

DECLARATION

The information I am submitting in support of my appeal is truthful and complete.

Student signature: _____

Date: _____

PROTECTION OF PRIVACY AND ACCESS TO INFORMATION

The University collects the personal information on this form and the information identified in the Senate Student Appeals Committee Procedure (S2015-02-01) pursuant to the *University Act* and the *Freedom of Information and Protection of Privacy Act* and the Senate Student Appeals Committee Mandate and Structure Policy (S2015-02). The information is collected by the Senate Student Appeals Committee to establish whether an oral hearing is appropriate (if requested), for the purpose of adjudicating your appeal application, and to communicate with you regarding your appeal. If you have any questions about privacy, please contact privacy@capilanou.ca.

Drop off or mail completed form and documents to:

Chair, Senate Student Appeals Committee
c/o **AR202**, (*outside Drop-off box labelled "Student Senate Appeals"*)
2055 Purcell Way
North Vancouver, BC
Canada V7J 3H5