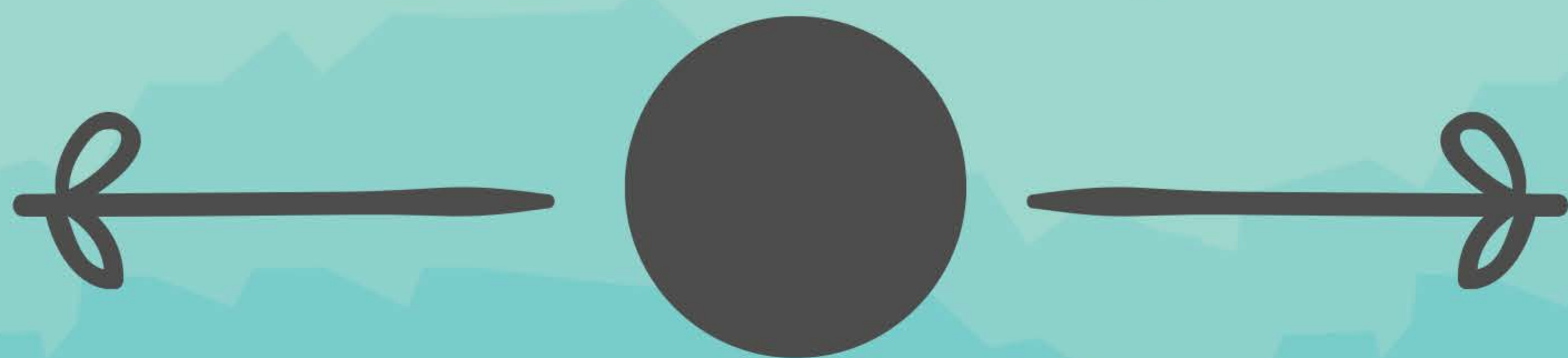


# academic APPEALS



## An Unofficial "How To" Guide



### Don't Miss The Deadline

The deadline to submit an appeal is 21 calendar days from the date you receive the decision in writing (end of term for final grade appeals).



#### Step 1

### Deciding To Appeal

Preparing an appeal takes both time and effort. Before you decide to appeal, consider the following:

#### Have You Talked To The Decision Maker?

Take time to speak directly to the person whose decision you are appealing. They may be able to provide you with other options and this also shows the appeals committee that you have made an effort to find a solution before appealing.

#### What Is Your Motivation For Appealing?

It is important to pause and consider why you are interested in appealing, what your desired end result is, and whether or not your desired end result can be achieved by appealing.



#### Step 2

### Grounds For Appeal

The grounds for your appeal determine whether or not the appeal is valid. Before submitting an appeal, consider whether or not you have the grounds using the tips below:

#### What Academic Decisions Can I Appeal?

- Final Grades
- Admission Denial
- Extenuating Withdrawals
- Enrollment Restrictions

#### Under What Grounds Can I Appeal?

##### Lack of Fairness Resulting in an Incorrect Decision:

The decision-maker has not adhered to the course outline or another stated policy/procedure or has failed to consider all of the factors in their decision.

**Bias:** The decision was heavily influenced by personal prejudice or discrimination.



#### Step 4

### Collecting Evidence

Supporting documentation and evidence is an important part of your appeal and may include anything that you feel is relevant including the following:

- Emails & Letters Regarding the Decision
- Medical Documentation
- Notes From Verbal Communication
- Application Documents & Transcripts
- Course Outlines & Grading Scales

If you have more than three supporting documents, consider numbering them and including an index in your application.



#### Step 6

### Submitting Your Appeal

All documents related to your appeal, including the letter and application form should be contained in one envelope and addressed to the Chair, Senate Student Appeals Committee.

**Your appeal package should be submitted using the drop box next to Arbutus Building 202 no later than 21 business days from the date of the written decision or end of term for final grade appeals.**



#### Step 3

### The Application Form

The application form is a key document both for the submission of your appeal, but also for ensuring that you have included everything necessary. Be sure to read the application form thoroughly and use the check boxes to ensure your application is complete before submitting it.

#### What Is An Oral Hearing?

Typically, the Senate Student Appeals Committee renders decisions without the use of a hearing. In some cases, an oral hearing may be granted with reason, though it is not guaranteed. You can request an oral hearing by checking the box at the bottom of the application and writing in your reason.

The Application Form is Available Here:

<http://www.capilanou.ca/about/governance/senate/Policies---Procedures/>



#### Step 5

### Writing Your Letter

The letter is the most important part of your appeal. This is your opportunity to share your story and convince the committee to grant your appeal. When writing your letter...

- ✓ Include an introduction paragraph with a summary of the reason and grounds for your appeal and the outcome you are looking for.
- ✓ Include all of the relevant facts - if you don't include it, it won't be considered.
- ✓ Have it proofread - get a friend or family member to read it and provide you feedback or visit the Writing Centre.
- ✓ Schedule an appointment with the Office of Student Affairs if you need assistance with the content or clarity of your letter.

