

For more information or to request alternate formats of this form for accessibility, please contact your student advisor directly.

This form is used for students seeking to appeal a Faculty-Level Grade appeal decision. The College-Level Grade Appeal is based on the misapplication of College policies and procedures pertaining to grades or an unsuccessful Faculty-Level grade appeal resulting in a student being involuntarily withdrawn from a program. No additional information may be submitted beyond what was included as part of the Faculty-Level grade appeal, unless the information was unavailable at the time of the Step 2 appeals. Please submit this form along with the supporting documentation to the Associate Vice President, Academic (Administration) within five (5) business days of receipt of the Faculty-Level grade appeal decision.

DETAILS OF THE REQUEST FOR THE APPEAL

Please attach the following:

- a. A letter of explanation outlining the grounds for the appeal, clearly describing the perceived error in or misapplication of college policies, or procedures;
- b. A copy of the written decision by the Administrator from Step 2 of the Faculty-Level Grade Appeal;
- c. All supporting documentation; and
- d. The outcome being sought.

STUDENT PERSONAL IDENTIFICATION

First Name:

Last Name:

Student Banner Number:

Telephone Number (Cell):

Program:

DCmail.ca Email Address:

STUDENT SIGNATURE

Date:

Signature:

RECEIVED BY

First Name:

Last Name:

Date:

Signature:

NOTICE OF COLLECTION

In accordance with *Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990*, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used in determining a resolution to your appeal. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292.