



This form is to be used by students who are seeking to appeal a school-level academic appeal decision for which:

- there was a perceived breach in process from the School-Level academic appeal and/or
- the school-level academic appeal decision would result in the withdrawal from a program.

Students will submit this form, along with all appropriate supporting documentation, to the Associate Vice-President, Academic Administration no later than five (5) days from the receipt of the school-level decision.

First Name

Last Name

Address

Phone Number

Email Address

Student Number

Program Name

Details of the request for academic appeal

Please attach the following:

- a. A letter of explanation outlining the procedural 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 School's Administrator from **Step 2** of the school-level academic appeal;
- c. All supporting documentation; and
- d. The outcome being sought

Student Signature

Date

Received by

Date

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 and/or disclosed to assist in resolving your grade appeal. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. 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.

If you have questions about this form or need it in an alternate format, please contact vpa@durhamcollege.ca.