

ACADEMIC APPEAL FORM

The purpose of this form is for students to report and/or submit a formal appeal to the College regarding an Academic matter.

Student Name	Student ID
Address	City
Phone Number	Email

Email address must be clearly written. **No handwriting.**

- ✓ **This form MUST be submitted at the applicable campus where the course was taken (ex: Course was in Burnaby, submit the form to Burnaby Campus). Forms submitted to the wrong campus will not be processed.**
- ✓ If this appeal is for an *Academic Alert*, identify the assignment/exam name and reason for alert.
- ✓ Attach supporting evidence, if applicable. Submit this form and supporting evidence to the Front Desk.
- ✓ We evaluate your appeal on the basis of the argument and evidence provided here **ONLY**. No further information will be accepted after a decision has been made.

Course Name (and section)	Course Instructor	Assignment/Exam
<p>What is your reason for appeal?</p> <p><i>I understand that a final decision will be made based on the information and supporting evidence that I provide with this form. I understand that I cannot come back later with more information or a different reason for appeal.</i></p>		
<p>Student Signature</p>		<p>Date</p>

OFFICE USE ONLY (Please do not write in this area)		
<p>Decision & Comments:</p>		
<p>Name</p>	<p>Signature</p>	<p>Date Signed</p>
		<p>Date Student Notified</p>