

Office of the Registrar Email : studentrecords@alexandercollege.ca Tel : (604) 435-5815 Fax : (604) 435-5895

STUDENT RECORDS APPEAL

Policy and Procedure

The purpose of this form is to provide students with an opportunity to formally appeal a Student Records policy or decision. This may include, but is not limited to, student file documents, document requirements, document verification and authenticity, academic standing, transfer or application for graduation decisions.

Procedure

1. Briefly identify the purpose for the appeal (i.e., what is the policy or decision you are appealing?)

- 2. Describe the rationale for your appeal (i.e., what are the pertinent details of the case, and on what grounds do you believe that your appeal should be granted?) Use the back of this form if more writing space is needed.
- 3. Attach supporting evidence. Appeals submitted without evidence will not be processed.
- 4. Submit this form and supporting evidence to the Office of the Registrar, either in person or by email (registration@alexandercollege.ca)

Admissions appeals are checked for completeness by a Student Records Officer, then submitted on the student's behalf to the Registrar for adjudication. Students are notified of the outcome by the Officer within 3-5 business days. Appeal decisions are sent exclusively the institutional email of record (e.g., myacmail.ca). Appeal decisions are final, and cases will not be reconsidered unless the student presents substantive new evidence.

REQUEST DETAILS										
First Name	Last Name (family name)		Student ID Number							
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Telephone Number	Email Address		Have you atta	ched su	pportin	evider	I Ice?			
			Yes		pporting	No				
What is the purpose of this appeal?										
Why should it be approved?										
Student Signature		Date (DD-MMM-YYYY)								

OFFICE USE ONLY					
Decision					
Rationale					
Authorized Signature	Date (DD-MMM-YYYY)				
Autorized Splittere					

Alexander College is committed to using personal information we collect in accordance with the Personal Information Protection Act (PIPA). By providing personal information on this form, you consent to have the College use the information solely for the purposes of providing academic and student support services. The full College policy is available online at http://www.alexandercollege.ca. Last reviewed: 17-MAY-2022