



Notice of Appeal Form

Request for Appeal (select Level below)

In order to submit an appeal, a student must:

1. Read the Student Appeal Policy A128 found on the College website or at www.fanshawec.ca/appeals
2. Complete Section A & B. NOTE: A separate form must be completed for each appeal.
3. Submit this form to the Office of the Registrar (Rm. E1012) with the appropriate REQUIRED documents
 - See the reverse side of this form or refer to the College Policy to obtain the submission requirements for each Step.
4. Appeal Fee in the amount of \$40.00 (payable upon submission of Step 3 appeals) NOTE: refundable if appeal granted

Please review reverse side of form for excerpts taken from College Policy A128.

A. TO BE COMPLETED BY THE STUDENT (Please print legibly)

<input type="checkbox"/> Step 1: Appeal to the Chair or Manager	<input type="checkbox"/> Step 2: Appeal to a Dean (or similar official)	<input type="checkbox"/> Step 3: Appeal to a Committee of Review (Fee Applies)
NAME: _____ Surname First Name		STUDENT NUMBER: _____
LOCAL ADDRESS: _____ Street		I can be contacted by : Telephone: _____
City/Province _____ Postal Code _____		E-mail: _____
I wish to appeal the following: <input type="checkbox"/> Grade Appeal/Academic Standing <input type="checkbox"/> Academic Offence <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Other Please Specify _____		
Program Name: _____		Program #: _____ Level: _____
Course #: _____	Year/ Term: _____	Grade: _____ Academic Standing: _____

B. GROUNDS FOR APPEAL (to be completed by student)

Select reason(s) for the appeal. Please attach a copy of all documents as presented to the Chair/Dean/Manager.	
<input type="checkbox"/> Merit of Work	<input type="checkbox"/> Medical/Legal/Compassionate
<input type="checkbox"/> Procedural Error	<input type="checkbox"/> Any other Unfair Treatment
Student's Signature: _____	Date: _____
FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY <i>The information on this form is collected under the legal authority of the Ontario Colleges Act, 2002, Ontario Regulation 34/03. It is used for administrative, statistical and safety and security purposes of the college and/or the ministries and agencies of the Government of Ontario and the Government of Canada. The College is required to disclose personal student information to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M. 19 as amended. For further information, please visit the Fanshawe College website at https://www.fanshawec.ca/fippa</i>	

C. TO BE COMPLETED BY THE ADMINISTRATOR [Please return completed form & decision correspondence to the Office of the Registrar E1012]

Name [please print] _____	Date of Appeal decision: ____ / ____ / ____ [DD/MM/YY]
This appeal has been dealt with in accordance with College Policy A128.	The Appeal is - <input type="checkbox"/> Granted <input type="checkbox"/> Denied
As a result of this decision:	
<input type="checkbox"/> No change is required to the student's academic record	
<input type="checkbox"/> Change record per the attached 'Student Record Change Report'	
<input type="checkbox"/> Other changes required:	
<input type="checkbox"/> The student and others persons concerned have been advised of this decision in writing. (A copy of the correspondence attached.)	
Signature of Administrator: _____	Date: _____

Office Use Only:	
Fee Paid: <input type="checkbox"/> Yes	Receipt #: _____ # Pages: _____
Received in Registrar's Office: Date: _____	Received By: _____
Received in School: Date: _____	Received By: _____
Appeal Granted <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Returned: <input type="checkbox"/> Yes Date: _____

1. PURPOSE

The purpose of this policy is to establish guiding principles and procedures under which a student may initiate an appeal concerning a perception of unfair treatment of the student arising from a College decision or action that result in a direct and significant adverse outcome for a student.

2. POLICY

The College is committed to fair, timely and consistent decision-making that relates to policies and procedures regarding students. The College acknowledges a student's right to appeal. This policy guides the procedures for processing all student appeals except appeal of eviction from residence (see policy C207: Residence Operations) and appeal of a student fee (see A132: Student Fees).

The Associate Vice-President, Academic establishes procedures as necessary to achieve the purpose of this policy. Such procedures are focused on joint problem-solving, process improvement and incorporate the principles of procedural fairness, avoid actual or perceived bias or conflict of interest and provide for timely response. This policy reflects the College's values and in particular our "Focus on Students."

Procedure Overview

Problem Solving

The objective of this process is to achieve a fair and timely resolution of the issues raised. All parties contribute to this objective by focusing on full disclosure of the facts, agreement on the issues, active listening and attention to time limits.

Informal Discussion

Prior to initiating an appeal, a student is urged to consider either or both of the following optional actions:

- Seek guidance from the College Ombuds or from the Fanshawe Student Union regarding the issue itself or the appeal process. This action may clarify issues and options for the students.
- Attempt to resolve the issue by discussing it with the professor or other person who made the decision.

An Overview of the Appeal Steps (Student Action items) Please refer to Policy A128 for full details on all steps.

The appeal process includes three possible steps.

A student may not proceed to the next step until the preceding step is complete.

STEP 1: APPEAL TO A CHAIR OR MANAGER

PARTY		
Student	<input type="checkbox"/> Gathers supporting documentation <input type="checkbox"/> Formally requests in writing a Step 1 meeting with the Chair or Manager. <input type="checkbox"/> Submits a Step 1 <i>Notice of Appeal</i> * to the Office of the Registrar. (* form available from the Office of the Registrar) <input type="checkbox"/> Meets with the Chair or Manager and attempts to resolve the issue.	Submit Step 1 <i>Notice of Appeal</i> within 7 business days from the time the student becomes aware, or should have become aware, of the issue in question.
Student	<ul style="list-style-type: none"> • A student who is not satisfied with the Step 1 outcome may initiate Step 2 	

STEP 2: APPEAL TO A DEAN (or similar official)

PARTY		
Student	<input type="checkbox"/> Submits a Step 2 Notice of Appeal to the Office of the Registrar along with a written submission including: <ul style="list-style-type: none"> <input type="checkbox"/> A statement of the issue and grounds of the appeal. <input type="checkbox"/> A summary of supporting evidence. <input type="checkbox"/> A statement of remedy sought. <ul style="list-style-type: none"> • An appeal administration fee is due with this submission. 	Submit Step 2 Notice of Appeal within 7 business days of the receipt of the Chair or Manager's Step 1 response, or end of the Step 1 response time limit.
Student	<ul style="list-style-type: none"> • A student who is not satisfied with the Step 2 outcome may initiate Step 3. 	

STEP 3: APPEAL TO A COMMITTEE OF REVIEW

Important: See Procedures B and C for Committee of Review Hearing Protocol

PARTY		
Student	<input type="checkbox"/> Submits a Step 3 Notice of Appeal to the Office of the Registrar, along with a written submission including: <ul style="list-style-type: none"> <input type="checkbox"/> A statement of the issue and grounds of the appeal. <input type="checkbox"/> A witness list and summary of supporting evidence. <input type="checkbox"/> A statement of remedy sought. <input type="checkbox"/> An appeal administration fee is due with this submission.	Submit Step 3 Notice of Appeal within 7 business days of the receipt of the Dean's Step 2 response (or of the end of the time limit for the Dean's Step 2 response).