



STUDENT APPEAL of DECISION FORM

Overview

- This form is to be used for the second level of the Student Appeal of Decision process: Formal Appeal.
- A Student who wishes to appeal a decision made by the campus administration must submit the Student Appeal of Decision form to the Campus Director within ten working days from the date that the decision being appealed was issued.
- Students are asked to refer to the Student Appeal of Decision Policy for information on the Student Appeal of Decision process.
- Students are responsible for keeping a copy of this form and all documents/evidence submitted as part of the Student Appeal of Decision process.
- Students are responsible for including any documents they have received from the College as part of this process; these documents will be included as Evidence.

Student Information

Please provide the following information.

Student Name	
Address	
Phone Number	
Contact Email	
Instructor	

Overview of Issue

Please briefly describe the decision that you are appealing. Supplemental documents may be attached to this form to show evidence or provide further explanation of the issue.

Please provide a brief statement around why you feel that the decision should be reviewed.

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Please state the resolution you are asking for in this appeal process.

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For office use only.	
Date Processed	Processing Signature