

APPENDIX A: FORMAL STUDENT COMPLAINT

Note to Students:

To receive consideration, all requests for student complaints related to final grades or unacceptable conduct:

- must establish the grounds for a student complaints;
- must be filed in writing within **ten (10) working days** of receipt of the decision-maker's written decision regarding the final grade *or* imposed discipline; and
- must be submitted to the office of the **Dean or Director**.

Name & Student ID:	Address:
Phone:	Email:
Type of Formal Complaint: Final grade Imposed discipline	Program:
Who assigned the grade or imposed the discipline?	Course Name: (if applicable)
<p>Grounds for Complaint: <i>Please √ appropriate box(es).</i></p> <p>1. I am requesting review of a final grade for the following reason(s): there is additional relevant information which was not considered; policies and procedures relating to the assignment of grades were not followed; evaluation and assessment, grade assignment and course requirements as contained in the approved course outline distributed to students was not followed; and/or student was not treated with the degree of equity and fairness extended to other students in the class.</p> <p>2. I am requesting review regarding discipline for the following reason(s): I deny the conduct; I disagree with the severity of the discipline; and/or new information has come to light that would have an impact on the decision regarding imposed discipline.</p>	
<p>Attach a written submission which must include:</p> <p>1. <i>the facts that establish the grounds for a student complaint;</i> 2. <i>the outcome(s) you seek; and</i> 3. <i>all supporting documentation.</i></p>	
Student's Signature:	Date: