

APPENDIX B: REQUEST FOR STUDENT APPEAL

Note to Students:

To receive consideration, all requests for appeals related to final grades or unacceptable conduct: must be filed in writing within **fifteen (15) working days** of receipt of the decision-makers written decision and submitted to the Chair of the Appeal Committee (Vice President Academic).

If the student is appealing a suspension from the College by the President, the appeal must be submitted to the **Board of Governors**.

For complete information see the *2.5.3 Student Appeal Policy* and the *2.4.4 Student Conduct Policy*.

Name & Student ID:	Address:
Phone:	Email:
Who assigned the grade or imposed the discipline?	Program or Course (if applicable):
Grounds for Student Appeal:	
Attach the following: <i>Appendix A Formal Student Complaint</i> <i>all supporting documentation.</i>	
Student's Signature:	Date:

THE DECISION OF THE APPEAL COMMITTEE IS FINAL AND NOT SUBJECT TO FURTHER APPEAL WITHIN THE COLLEGE