

# Senate Student Appeals Board Request to Submit a Late Appeal

**Office of the Registrar**  
Niagara Region  
1812 Sir Isaac Brock Way  
St. Catharines, Ontario L2S 3A1

STUDENT INFORMATION	
First Name:	Brock Student ID Number:  _ _ _ _ _ _ _ _ _ _
Last Name:	Faculty/Program:
Address:	City: <span style="float: right;">Province:</span>
Postal Code:	Phone Number:  _ _ _ _ - _ _ _ _ - _ _ _ _ _
Brock Email: <span style="float: right;">@brocku.ca</span>	Cell Number:  _ _ _ _ - _ _ _ _ - _ _ _ _ _
<p><b>*All communication regarding your appeal will be sent to your Brock email address. It is your responsibility to check your Brock email regularly. It is equally vital that you provide accurate mailing information, as this is where appeals documentation will be sent.</b></p>	
GUIDELINES	
<p>Guidelines for appeal deadlines can be found in the Faculty Handbook (Section III, 12.) Appeals: <a href="https://brocku.ca/university-secretariat/faculty-handbook/#3_genIndex77">https://brocku.ca/university-secretariat/faculty-handbook/#3_genIndex77</a></p> <p>Appeals of academic decisions must be made within 30 days of the notification of the decision. You may request to submit a late appeal. You must attached a written statement outlining why exemption from the deadline for appeal in warranted. Supporting documentation must also be submitted.</p> <p>Submit this form, your written package statement, and any additional documentation with your appeals package.</p> <p>Late appeals will be considered only in exceptional circumstances.</p>	
APPEAL SUBMISSION STEPS	
<ol style="list-style-type: none"> <li>1. Complete this Late Appeal Request.</li> <li>2. Print this form, and all supporting documentation for your appeal.</li> <li>3. Scan this form, and all supporting documentation into one PDF.</li> <li>4. Submit your appeal request online via your student portal at my.brocku.ca.</li> <li>5. Once you are logged in to your student portal, submit your request via the <b>Student Forms &amp; Service Requests</b> tab.</li> <li>6. Appeals will only be processed upon receipt of the associated appeal fee submitted online via your student portal.</li> </ol>	
STUDENT SIGNATURE	
<p>Student Signature: _____ Date: _____</p>	
PROTECTION OF PRIVACY	
<p>The information gathered on this form is collected under the authority of the Brock University Act, 1964, and in accordance with the Freedom of Information and Protection of Privacy Act ("FIPPA"). The information is used for the academic, administrative and statistical purposes of the University. This information is protected and is being collected in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the collection or use of this personal information should be directed to the University Registrar at Brock University in ST 301, or at 905-688-5550, x3249, or at <a href="http://www.brocku.ca/registrar">www.brocku.ca/registrar</a>.</p>	