



Office of the Registrar
 Niagara Region
 1812 Sir Issac Brock Way
 St. Catharines ON L2S 3A1
 appeals@brocku.ca

Notice of Appeal Request

STUDENT INFORMATION

First Name:		Brock Student ID:	
Last Name:		Brock Email:	@brocku.ca
Student Type: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		Degree Program:	
Preferred Pronoun	Have you submitted an intent to graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		
*Please ensure a successful appeal will not impact your eligibility to graduate. Alumni are not eligible to bring forward an appeal for any courses that contributed towards a finalized degree.			

All communication regarding your appeal will be sent to your Brock email address. It is your responsibility to check your Brock email. You will be notified of the appeal decision via your Brock email account.

INSTRUCTIONS

STEP 1: Complete the following sections of this form:

- Part A) Type of Applications for Special Consideration & Appeals
- Check off the relevant appeal type below (choose one). You must also complete the relevant Appendix.
- Part B) Grounds for Appeal- Choose the ground on which your appeal is based (choose one).
- Part C) Outcome/Remedy Sought- Identify the outcome or remedy you are seeking (ie. an approval of a previously denied decision, a reconsideration of an educative penalty in part or in whole, early return from suspension/debarment).
- Part D) Student Declaration- Sign and date the signature and declaration section.

STEP 2: Compile and attach the required documentation. All appeals must include:

- 1) Required Appendix (see appeal type for required appendix);
- 2) Personal Statement Letter;
- 3) Other mandatory documentation as noted on the relevant Appendix. Additional documentation will be required.
* Your appeal package should be limited to the required information only and a maximum of 25 pages. Please avoid providing information in duplicate. An incomplete package will not be reviewed and may result in a delay of your appeal being heard by the Student Appeals Board.

STEP 3: Compile your package into one (1) single .PDF document and save in the following naming format:

Student ID, your Student Name and Appeal Type Example: 1234567 J Smith Academic Misconduct

STEP 4: Submit your appeal package in entirety online via the student portal at my.brocku.ca

PART A) TYPES OF APPLICATIONS FOR SPECIAL CONSIDERATION & APPEALS *Choose one

<input type="checkbox"/> Application for Special Consideration- Academic Suspension <i>Appeal for an early return from academic suspension (1 year term)</i>	Appendix 1
<input type="checkbox"/> Application for Special Consideration- Academic Debarment <i>Appeal for an early return from academic debarment (2 year term) or permanent</i>	Appendix 1
<input type="checkbox"/> Appeal of an Academic Regulation/Policy Decision <i>Appeal of a degree requirement, deadline or other academic decision</i>	Appendix 2
<input type="checkbox"/> Appeal of an Academic Misconduct Decision <i>Appeal of an academic integrity finding decision and /or outcome imposed under the Academic Integrity Policy</i>	Appendix 3
<input type="checkbox"/> Appeal of Final Grade	Appendix 4
<input type="checkbox"/> Appeal of a Backdated Withdrawal or Retroactive Registration Decision	Appendix 5

PART B) GROUNDS FOR APPEAL *Choose one

The Board will only hear appeals on the following grounds:

- Health-** *a health condition which seriously impairs a student's ability to meet academic obligations;*
- Compassionate-** *events or circumstances beyond the control of a student which seriously impair the student's ability to meet academic obligations;*
- Bias-** *a reasonable apprehension of bias on the part of the decision maker;*
- Procedural error-** *an error in following the procedures under this Policy or another applicable University policy that substantially affected the decision or outcome; or*
- Course management-** *a failure by the instructor or a university administrator to follow academic policies and regulations and/or the applicable course syllabus.*

Ignorance of policies, requirements and prescribed timelines is not a valid ground of appeal and will not be considered by the Board in assessing an appeal. Students who wish to appeal a decision on the basis that new information has emerged that was not available at the date of the original decision should first seek a reconsideration of the decision by the original decision maker.

PART C) OUTCOME/REMEDY SOUGHT

What outcome are you seeking (ie. an approval of a previously denied decision, a reconsideration of an educative penalty in part or in whole or early return from suspension/debarment)?

PART D) SIGNATURE AND DECLARATION

I have read and understood the [Senate Student Appeals Policies and Procedures](#) of Brock University. I certify that the documents I have submitted are authentic and that the statements I have made are true. I acknowledge that the submission of false documents or statements is a violation of the Brock University Student Code of Conduct. I confirm that I have submitted all relevant information pertaining to this appeal.

I understand that the Senate Student Appeals Board will treat this information in a confidential manner. Appeals information will be submitted to the decision maker for their response and the student will be provided with an opportunity to submit a subsequent written response. No other materials will be considered by the Senate Student Appeals Board in this appeal without the consent of both parties.

I understand that the decision of the Senate Student Appeal Board is final in this matter.

Student Signature: _____ Date: _____

NEXT STEPS: Appeals must include the required information and documentation indicated on the relevant Appendix. The Board may request additional documentation prior to considering an appeal. The appeal package will be shared with the faculty decision-maker, if applicable, for a written response, The student will be provided any further comments prior to the appeal being heard. Additionally, a copy of the student's program status, course marks and penalties history will accompany the appeal package.

APPENDIX 1

Special Consideration - Academic Suspension or Academic Debarment

Academic Suspension * Appeal for an early return from academic suspension (1 year term)

- Have you sat out the required 1 year term for an academic suspension? Yes No
- Are you currently enrolled in classes? Yes No
- Are you currently enrolled in or have completed BOOST? Yes No
- If yes, completion or expected completion date: _____
- What date were you notified of your suspension? _____
- Have you developed a program plan with your academic advisor? Yes No

>>> NEXT STEPS: Completing your submission

Please attach the following mandatory documents to complete your appeal package.

**Check to confirm attached*

- Personal statement letter
- Email notification of suspension from Records Department
- Program plan from academic advisor
- Additional documentation to illustrate the grounds for your appeal

Academic Debarment *Appeal for an early return from academic debarment (2 years/permanent)

- Have you completed the required 2 years of your academic debarment? Yes No
- What date were you notified of your debarment? _____
- Have you developed a program plan with your academic advisor? Yes No

>>> NEXT STEPS: Completing your submission

Please attach the following mandatory documents to complete your appeal package.

**Check to confirm attached*

- Personal statement letter
- Email notification from Records Department
- Program plan from academic advisor
- Additional documentation to illustrate the grounds for your appeal

APPENDIX 2

Academic Regulation/Policy Appeal

Academic Regulation/Policy * Appeal of denied exemption from a departmental degree requirement

What exemption are you requesting:

Appeals of this nature must first be directed to the Chair or Director of the Department for your major. If denied, the decision must first be appealed through the Office of the Dean prior to being heard by the Student Appeals Board.

Did you submit your request to the Chair/Director of your Department? Yes No

If yes, on what date: _____

Who issued a subsequent decision? _____

Did you escalate your request to the Dean/Dean's designate of your faculty? Yes No

If yes, on what date: _____

Who issued the subsequent decision: _____

*Are you including additional documentation that was not provided to the original decision maker?

Yes No

*Students who wish to appeal a decision on the basis that new information has emerged that was not available at the date of the original decision should first seek a reconsideration of the decision by the original decision maker.

>>> NEXT STEPS: Completing your submission

Please attach the following mandatory documents to complete your appeal package.

- Personal statement letter
- Email requests to decision maker(s)
- Email/letter notification from decision maker(s)
- Additional documentation to illustrate the grounds for your appeal

**Check to confirm attached*

HEARING INFORMATION **Optional*

A hearing is optional and requires additional information. If requested, a staff member will consult you on additional information required. Additionally, you will be required to give in-person/virtual testimony at the Board meeting. Should you opt out of an oral hearing, your appeal will be considered based on your written submission package.

Are you requesting a hearing? Yes No

If so, will you be accompanied by a support individual? Yes No

Name of support individual: _____

APPENDIX 3

Academic Misconduct Appeal

Academic Misconduct * Appeal of an academic misconduct decision and/or penalty

Appeal Deadline: Appeal must be submitted within 30 days of the date of the decision letter from the Office of the Dean

Have you reviewed the Academic Integrity Policy?

Yes No

Course Information:

Course Code: _____ Year: _____ Duration: _____

Name of Course Instructor: _____

Date you received notice of a misconduct allegation: _____

Date of faculty meeting to discuss misconduct allegation: _____

Date of decision letter issued to you by the faculty: _____

An appeal of an academic misconduct decision and/or penalty must be submitted within 30 days of the date of the decision letter from the Office of the Dean. Are you submitting your appeal within this deadline?

Yes No

*Are you including additional documentation that was not provided to the original decision maker?

Yes No

*Students who wish to appeal a decision on the basis that new information has emerged that was not available at the date of the original decision should first seek a reconsideration of the decision by the original decision maker.

>>> NEXT STEPS: Completing your submission

Please attach the following mandatory documents to complete your appeal package.

**Check to confirm attached*

- Personal statement letter
- Email notification of misconduct investigation
- Email/decision letter advising of the misconduct decision and any penalties
- Course Outline
- Additional documentation to illustrate the grounds for your appeal

HEARING INFORMATION * Optional

A hearing is optional and requires additional information. If requested a staff member will consult you on additional steps and you will be required to give in-person/virtual testimony to the Board. Should you opt out of an oral hearing, your appeal will be considered based on your written submission package.

Are you requesting a hearing?

Yes No

If so, will you be accompanied by a support individual?

Yes No

Name of Supporting Individual: _____

APPENDIX 4

Course Grade Appeal

Appeal of Course Grade(s) * Appeal of a final grade in a course

Appeal Deadline:

Undergraduate - Appeal must be submitted within 90 days of the official release of grades.

Graduate - Appeal must be submitted within 30 days of the official release of grades.

Course Information: *please submit an Appendix 4 for each course if appealing multiple courses

Course Code: _____ Year: _____ Duration: _____

Name of Course Instructor: _____

What grade are you appealing and why? (ie. final grade or course management):

Did you appeal your grade with the Course Instructor?

Yes

No

If yes, on what date: _____

Did you escalate your request to the Department Chair/Graduate Program Director?

Yes

No

If yes, on what date: _____

Did you escalate your request to the Dean of your faculty?

Yes

No

If yes, on what date: _____

**Grade appeals must be escalated to each decision maker noted above prior to being heard by the Student Appeals Board.*

**Are you including additional documentation that was not provided to the original decision maker?*

Yes

No

**Students who wish to appeal a decision on the basis that new information has emerged that was not available at the date of the original decision should first seek a reconsideration of the decision by the original decision maker.*

>>> NEXT STEPS: Completing your submission

Please attach the following mandatory documents to complete your appeal package.

**Check to confirm attached*

Personal statement letter

Email/decision letter denying your request:

1) the Course Instructor

2) Department Chair/Graduate Program Director

3) Dean

Additional documentation to illustrate the grounds for your appeal

HEARING INFORMATION **Optional*

A hearing is optional and requires additional information. If requested, a staff member will consult you on additional information required. Additionally, you will be required to give in-person/virtual testimony at the Board meeting. Should you opt out of an oral hearing, your appeal will be considered based on your written submission package.

Are you requesting a hearing?

Yes

No

If so, will you be accompanied by a support individual?

Yes

No

Name of Support Individual: _____

APPENDIX 5

Appeal of Backdated Withdrawal

Backdated Withdrawal * *Appeal of a backdated withdrawal decision*

Appeal Deadline:

Undergraduate - Appeals must be submitted within 90 days of the last day of examinations to be considered by the Registrar's Office. Late appeals will be considered by the relevant faculty.

Graduate - Appeals must be submitted within 30 days of the last day of classes.

Please list all courses in which you have requested a backdated withdrawal

Course Code	Duration	Term	Year
eg. ACTG 1P11	D2	Fall	2019
1.			
2.			
3.			
4.			
5.			

Did you submit your request to the Office of the Registrar/Graduate Studies?

Yes No

If yes, on what date: _____

Did you escalate your request to the Dean/ Dean's designate of your faculty?

Yes No

If yes, on what date: _____

Who issued a subsequent decision: _____

*Are you including additional documentation that was not provided to the original decision maker?

Yes No

**Students who wish to appeal a decision on the basis that new information has emerged that was not available at the date of the original decision should first seek a reconsideration of the decision by the original decision maker.*

>>> NEXT STEPS: Completing your submission

Please attach the following mandatory documents to complete your appeal package.

**Check to confirm attached*

- Personal statement letter
- Original backdated withdrawal package
- Email/decision letter advising of the backdated withdrawal decision
- Additional documentation to illustrate the grounds for your appeal

HEARING INFORMATION **Optional*

A hearing is optional and requires additional information. If requested, a staff member will consult you on additional information required. Additionally, you will be required to give in-person/virtual testimony at the Board meeting. Should you opt out of an oral hearing, your appeal will be considered based on your written submission package.

Are you requesting a hearing?

Yes No

If so, will you be accompanied by a support individual?

Yes No

Name of Support Individual: _____