

Undergraduate Academic Appeal Form

Instructions

An appeal is a formal process by which a student may challenge, in writing, the decision on a petition. (Note: Students wishing to request an appeal of grade should not use this form. The required Appeal of Grade Form is available from the Registrar's Office).

An appeal must be filed within fourteen (14) days of receiving the original decision on a petition. Students who need assistance or additional information regarding the submission of an appeal should contact the Undergraduate Appeals Secretariat in the Registrar's Office.

The original petition along with the Undergraduate Academic Appeal Form, the grounds for the appeal, and any additional information which the student wishes to provide must be submitted as a complete package to the Undergraduate Appeals Secretariat of the Registrar's Office. It is the student's responsibility to ensure that the appeal submission is complete and contains all relevant matters which should be taken into account when the appeal is considered.

The appeal will most likely be heard by the Senate Undergraduate Studies Committee. In those cases where a student's original petition was heard by the Senate Undergraduate Studies Committee an appeal will be accepted only where new or substantially different information is being submitted.

An appeal can take from two to eight weeks to be heard depending on the complexity of the appeal and the time of year in which it is filed.

Students will be notified at their MyCarleton email account or by mail of the final decision on their appeal. Failure to provide a correct MyCarleton email address or to review one's Carleton email account regularly and/or to respond immediately to requests from the Registrar's Office or the Appeals Secretariat are not grounds for extending timelines or requesting further consideration of one's appeal.

Students may request a Procedural Review of decisions made by the Senate Undergraduate Studies Committee. The Review is initiated by a communication, in writing, to the Clerk of Senate, Room 421, Tory Bldg. More information on Procedural Reviews can be found at the Senate website <http://carleton.ca/senate>.

Pursuant to Section 39 (1) (a) of the Freedom of Information and Protection of Privacy students must give consent if they wish to have staff in the Registrar's Office contact family members, other persons or organizations outside the University in regards to information or facts contained in the petition or appeal. By signing the Undergraduate Academic Appeal Form you are giving this consent.

- Please read all of the instructions and information on the reverse before submitting this form.
- Requests for additional information or documentation and the decision on your appeal will be sent to your MyCarleton email account or by mail. Please ensure your email information is complete and accurate.
- Retain a copy of this form and your documentation for your records.

Name			Student Number	
Address			MyCarleton Email Address (no Hotmail etc.)	
City	Prov	Postal Code	Daytime Telephone	

Current Program (Specify all program elements e.g. B.A. Law Minor English)

Please indicate clearly the grounds on which you are appealing the decision made on your petition and provide any new or substantially different information which has arisen since your petition was heard (attach additional sheets if necessary).

I confirm that I have read and understand the instructions and requirements on the reverse of this form and that all the information and documentation provided in support of this appeal are accurate and true. Further, I authorize the Registrar's Office to contact those who have provided documentation submitted with this appeal, including but not limited to medical documentation, for purposes of verifying authenticity.

Student Signature: _____ Date: _____

By submitting this form, you acknowledge that you have read the following [privacy notice](#).

Decision (Office Use Only)