



LAMBTON COLLEGE OF APPLIED ARTS & TECHNOLOGY

STUDENT ACADEMIC APPEAL APPLICATION FORM

Completing this application form is the first step in the Academic Appeal Process. You may find a College Counsellor of assistance in completing this form. Please complete all information and attach relevant documentation supporting your appeal. You will be contacted immediately regarding the process you have initiated. Please ensure that you have read and understand the **Appeal of an Academic Decision** document found in the Student Success Department (Rm A218) or online under Policies and Procedures # 2000-1-13.

NATURE of APPEAL (please check appropriate box)

- Academic Related Grievances (excluding grade appeal) – includes teaching/learning process, potentially academic prejudice and cheating.

- Grade Review Appeal – of a final mark or a series of marks that lead to a final grade.

A fee of \$25.00 must accompany this application. The fee is refunded if the appeal is upheld. Print this application and submit, with attachments, to the Student Success Division (Rm A218).

I acknowledge by completing this form; that I have read and understand the Appeal of an Academic Decision procedure (2000-2-26) and have attempted to resolve it as outlined in the policy (Student Rights & Responsibilities).

Student Name _____ Student Number _____

Current Address _____

Phone Number _____ E-mail _____

Student Signature _____ Date _____

PLEASE NOTE – You are required to attach to this form, a full and detailed account of your concern, in writing, along with the: **Academic Decision/Grade Review Action Form**. This documentation will be shared with the Dean of your program, the person (*Faculty/Invigilator*) who made this decision that you are appealing and members of the Appeal Committee.

For assistance in preparing your appeal, or to answer any questions regarding the process, please contact the Director of Student Success or a SAC Representative.