

Appeal Process

- 1) Go to the Registrar's Office (E1012) to complete the *Notice of Appeal Form* **within 7 business days of final grade being posted** to WebAdvisor. Submit completed form to a clerk in the Registrar's Office.
- 2) Submit the following to the Assistant to the Chair **within 5 business days** of *Notice of Appeal* submission:
 - a. All relevant supporting documentation, which includes but is not limited to: medical note, obituary, lawyer note, discrepancy in CIS, marked test/assignment with feedback regarding where you think you deserved more marks, email correspondence between you and your instructor, etc.
 - b. A brief (one page max) summary of why you are appealing and what you hope the outcome of your appeal is.
- 3) Your appeal will be assessed by the Chair once all documentation is received and meeting will be scheduled to discuss the decision being made on your appeal and next steps.