



STUDENT CODE OF CONDUCT (ACADEMIC) APPEAL REQUEST FORM

LEVEL 1: SCHOOL LEVEL

STUDENT INFORMATION

Last Name	First Name	Middle Name
Saskatchewan Polytechnic Student Number	Date Submitted	
Program	Campus/Location	
Email Address	Phone Number	
Current Street Address		
City or Town	Province	Postal Code

PLEASE ENSURE YOU COMPLETE ALL 5 NUMBERED SECTIONS OF THIS FORM.

1. You are appealing the original decision made by: *(check only one)*

- Instructor, Program Head, Academic Chair, or Associate Dean Name: _____
- Dean of the Academic School

2. You may appeal the results of the original decision on one or more of the following grounds. Check which grounds apply to your request for appeal.

- A substantial procedural error has been made or a bias was present in the process
- New evidence is available that is likely to change the outcome
- The sanction (s) imposed is disproportionate to or inconsistent with the nature of the offence

3. Provide your reason for appealing the decision. Your explanation should be specific and should focus on the grounds for appealing, as you indicated in point 2 above. *(Attach an additional page if required.)*

If, for example, you believe a procedural error has been made, reference the specific policy and procedure that was misapplied, and provide detail as needed.

If, for example, you believe that bias against you was present or that new evidence may change the outcome for you, specify.

If, for example, you believe a sanction imposed is disproportionate to the nature of the offence you committed, explain why you think this is the case.



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4. Indicate the outcome you are hoping for at the conclusion of the appeal process. *(Attach an additional page if required.)*

5. Along with this request form, you must submit a copy of your original decision letter and any additional supporting documentation.

Signature

Date

IMPORTANT NOTES:

- All Appeal Request Forms must be submitted within 10 business days from the date of the original written decision.
- Submit this Appeal Request Form and documentation **to the Dean of the Academic School.**
- You will receive the written Level 1 decision within 5 business days, at the email address you provide on this form.
- If you have any concerns or questions regarding the appeal process or the Student Code of Conduct (Academic) Level 1, contact the Student Relations Office for further clarification:

CONTACT DETAILS:

studentconduct@saskpolytech.ca or phone numbers as follows:

- (306) 775-7426 (Regina & Moose Jaw Campuses)
- (306) 765-1745 (Prince Albert Campus)
- (306) 659-4165 (Saskatoon Campus)

FOR OFFICE USE ONLY

Date Received: _____ Received by: _____