



## Student Code of Conduct (Academic) Appeal Request Form Level 1: School-Level

Student Information	
Name:	
Student ID:	Date Submitted:
Campus/Location:	Program:
Email Address:	Phone #:
Local Address (Apartment/House Number & Street):	
City:	Province:
Postal Code:	

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

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

- Instructor, Program Head, Academic Chair, Associate Dean, name: \_\_\_\_\_
- The Dean of the Academic School

**2. You may appeal the results of your 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 reasoning for appealing the decision. Your explanation should focus on your grounds for appealing, as specified in #2 above. (Attach an additional page, if required.)**



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

**5. Along with this request form, include a copy of your decision letter. You may also attach any supplementary documentation/information that is appropriate.**

**Important Notes:**

- All Appeal Request Forms must be submitted within 10 business days from the date on the original written decision.
- Submit your completed Appeal Request Form **to the Dean of the academic school.**
- You will receive written notice within 5 business days of the status of your appeal request to 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](mailto:studentconduct@saskpolytech.ca) or (306) 775-746 (Regina & Moose Jaw Campuses) / (306) 765-1745 (Saskatoon & Prince Albert Campuses)

Student signature:	Date:
For office use only - received by:	
Date:	

Please submit this completed form, and any supporting documentation to the Dean of the academic school.