



## Student Code of Conduct (Academic) Appeal Request Form Level 2: Institute-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)*

- The Dean of the Academic School
- The Dean's designate, name: \_\_\_\_\_

**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 original appeal. 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.**

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**Important Notes:**

- All Appeal Request Forms must be submitted within 5 business days from the date on the Level 1 appeal written decision.
- Submit Appeal Request Form **to the Registration Office.**
- You will receive written notice within 7 business days if a hearing is granted 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 2, 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)
- Submit your appeal fee of \$30 to the Registration Office.

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

Please submit this completed form, and any supporting documentation to the Registration Office.