



Student Code of Conduct (Non-Academic) Appeal Request Form

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)*

- An Investigating Officer (Academic School representative or Student Conduct Officer), name: _____.
- The Associate Vice President, Student Services or 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 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 5 business days from the date on the original written decision.
- Submit Appeal Request **to the Registration Office.**
- 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 2, contact the Student Relations Office for further clarification. Contact details: 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.