



INTENTION TO APPEAL TO THE ACADEMIC APPEALS BOARD

If you have received a denied petition decision from the Committee on Examinations, you may appeal to the Academic Appeals Board within **30** days of receiving your notification in person, to GB 157.

Once you have submitted your intention to appeal, the Office of the Registrar will forward your appeal to the Committee on Examinations to review with three possible outcomes:

- 1) Accommodate part or the entire original petition request,
- 2) Suggest a mediated resolution,
- 3) Find no new pertinent information has been added by the intent to appeal and forward the request for an appeal hearing to the Academic Appeals Board if the student wishes to pursue the appeals process further.

TO BE COMPLETED BY STUDENT:

Please print clearly.

Student Number: _____ Email: _____

Mr./Ms. Given Names: _____ Surname: _____

Phone: (_____) _____

Program: _____ Year: First Second Third Fourth

ID of petition being appealed: _____ Original date petition was submitted: _____

(check)

- Met with academic advisor and understand the reasons for petition denial
- Attaching letter explaining grounds for appeal
- Attaching new documentation or evidence to support appeal (lack of new evidence is grounds for appeal denial)

I understand the reason for my petition denial is (attach letter if more space is needed):

Signature: _____ Date: _____

TO BE COMPLETED BY AN ACADEMIC ADVISOR:

Academic Advisor: _____ Signature: _____ Date: _____

→ Please return the completed form to the Registrar’s Office (GB 157) immediately ←

TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR:

Received by: _____ Date : _____