

IMPORTANT: An Appeal Submission must be filed within 10 working days of the Decision (see [Undergraduate Academic Appeals Policy](#) for more details) via email at academicappeals@ontariotechu.ca. Typically, an Appeal Submission to the Undergraduate Academic Appeals Committee must be filed no later than 4:00 p.m. on the tenth business day (please see Part I for more information).

A Notice of Appeal will not proceed for review to the Undergraduate Academic Appeals Committee if the Appeal Submission is substantively incomplete. Please make sure to carefully review the [Undergraduate Academic Appeals Policy](#) and [Undergraduate Academic Appeals Procedures](#). If you have any questions regarding this policy or procedure, please contact your academic advisor. The Ontario Tech Student Union may also be able to assist you in navigating this process.

Please note that this form reflects the [Undergraduate Academic Appeals Policy](#) and [Undergraduate Academic Appeals Procedures](#) which came into effect on May 6, 2024.

A. STUDENT IDENTIFICATION

Last name	First name	Student Number
Faculty/Faculties		

Local Address	City	Province	Postal code
Phone number	Ontario Tech University Email Address		

Permanent Address	City	Province	Postal code
Phone Number			

B. DECISION UNDER APPEAL

The Decision letter/email must be attached to this form.

I hereby request an appeal before the Undergraduate Academic Appeals Committee regarding a decision by:

Name of Decision-Maker	Title of Decision-Maker
Faculty (if applicable)	Date of Decision

C. DECISION BEING APPEALED (check one):

If you have multiple Decisions you wish to appeal, you must submit one request per decision.

- Review of academic standing
- Formal grade reappraisal (Academic Grounds)
- Non-Academic Grounds Grade review
- Time Limits established by the [Graduation and Conferral of Degrees Policy](#)
- Late Withdrawal Requests
- Examination Deferrals
- Imposition of disciplinary penalties during an appeal
- Decision(s) of an Academic Integrity Committee relating to academic conduct/misconduct under the [Academic Integrity Policy](#)
- Decision(s) of an Academic Integrity Committee relating to professional suitability under the [Professional Suitability \(Undergraduate\) Policy](#)
- Other decision which affects the rights of the student and which the student requests leave to appeal. Please describe decision:

D. GROUNDS FOR APPEAL

(check all relevant grounds that apply)

- Significant New Information** exists that was not available to you at the time of the original decision (through no fault of your own) that, if considered, would likely have altered the outcome of the decision; and/or
- Procedural Irregularity** occurred in the original consideration of the case that affected the outcome of the decision; and/or
- Clear Evidence of Bias in the Decision.**

If you are alleging procedural irregularities, please provide the text of the relevant procedural regulations allegedly violated or otherwise deemed applicable to this case (add additional pages if required):

E. REASONS FOR APPEAL

State your reason(s) for requesting a review of the Decision (add additional pages if required):

F. RELEVANT DOCUMENTS

List and attach all documents that are relevant to this appeal. Please provide a brief summary of how each document supports your alleged ground(s) for appeal.

Please also list any other relevant documents (add additional pages if required).

G. WITNESSES

List all witnesses who you believe may be relevant to this appeal. If there are any witnesses, please add additional pages.

H. RELIEF/REMEDY SOUGHT

Outline the remedy or relief (i.e. the outcome) that you are seeking.

I. REQUEST FOR AN EXTENSION OF TIMELINE

Per section 11.1 of the [Undergraduate Academic Appeals Procedures](#), the time limits specified under these [Undergraduate Academic Appeals Procedures](#) may be extended by the Chair at the request of the student, if reasonable grounds are shown for the extension. Please note that if reasonable grounds are not shown, your request for extension of the timelines will be denied and the appeal will not proceed for review per section 7.1(c) of the [Undergraduate Academic Appeals Procedures](#).

Are you requesting an extension of the timelines to submit your Appeals Submission?

Yes No

If no, please proceed to the next section. If yes, please identify the reasons for your extension request in the box below. Please note that failure to provide reasons will result in immediate dismissal of your request for review per s. 11.2 of the [Undergraduate Academic Appeals Procedures](#).

J. REQUEST FOR EXPEDITED WRITTEN HEARING

Upon written request of the student, an expedited written hearing may be held where:

- i. credibility is not a significant factor, and/or
- ii. the material facts are not in dispute.

Do you wish to have your appeal proceed by way of expedited written hearing?

Yes No

Please note, the Chair will assess any request for an expedited written hearing to confirm that it meets the above noted criteria. Requesting students will be informed of the status of their request in a hearing notice (if applicable).

K. REPRESENTATIVE

Please fill out the following if you have retained a lawyer or if someone else will be representing you at the appeal. Please note that we will communicate directly with any designated representative. If you are not designating a representative, please leave this section blank.

Name of advocate	
Advocate's relationship with student	
Advocate's e-mail	Advocate's phone number
<p>Do you want to be carbon copied in e-mail communications with your Representative? Please note if you select 'no' you will not be copied on any correspondence related to this appeal.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

L. DECLARATION

I _____ have read and understood Ontario Tech University's [Undergraduate Academic Appeals Policy](#) and [Undergraduate Academic Appeals Procedures](#).

I certify that the documents I have submitted are authentic and that the statements I have made are true. I acknowledge that the submission of false documents or statements is a violation of the university's regulations and that I may be disciplined for submitting fraudulent documents or making false statements.

I understand that other than the material presented by me, the Decision-Maker and any relevant records, no other materials will be considered by the Undergraduate Academic Appeals Committee in this appeal without the consent of both parties.

By submitting this form and enclosed information, I also understand that the findings of the Undergraduate Academic Appeals Committee in this matter are final.

Student's Signature	Date
---------------------	------

This form will not be processed unless it is signed and dated.

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used for education, administrative and statistical purposes and to administer registration within the University. Questions regarding the collection of your personal information may be directed to the Registrar, 2000 Simcoe Street North, Oshawa, ON L1G 0C5, 905.721.3190, email: connect@ontariotechu.ca. If you require this information in an alternative format due to disability, please email records@ontariotechu.ca.