

Last name		First name		Student Number			
Faculty		Program					

Street address		City	Province	Postal code
Phone number		University student email address		

Decision being appealed	Date of decision
Grounds for academic appeal	

Timeframe

An appeal to the Academic Appeals Committee must be filed no later than 4:00 p.m. on the tenth working day after the date of the decision (as defined in the [Undergraduate Academic Appeals Policy](#) and [Undergraduate Academic Appeals Procedures](#)) being appealed. If the deadline date coincides with a day on which the University is closed, the deadline for filing the Notice of Appeal is 4:00 p.m. of the next regular business day. All necessary documentation must be submitted in this timeframe.

Documentation

The following documentation must be appended to this form:

1. A copy of the decision being appealed to the Academic Appeals Committee.
2. A statement in typed format setting out:
 - a. The form of remedy being sought.
 - b. The specific grounds on which the appeal is being made. Please note that grounds for appeal to the Academic Appeals Committee can only be made on the basis of a procedural irregularity, or on the basis of new evidence that was not considered at the faculty level through no fault of the appellant.
 - c. A summary of the evidence in support of these grounds.
3. Documentary evidence to support your appeal (e.g. if the appeal is based on procedural irregularity, include the text of the relevant procedural regulations, if any, that were allegedly violated or are otherwise deemed applicable to the case).

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.

Name of advocate	
Advocate's relationship with applicant	Advocate's phone number

Applicant's declaration

I have read and understood the Appeals to the Appeals Committee section of the Academic Calendar and the Academic Appeals Committee procedures for Ontario Tech University. 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 academic regulations.

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

I also understand that the findings of the Academic Appeals Committee panel are final in this matter.

Student's signature	Date
This form will not be processed unless it is signed and dated.	

Submit your completed Notice of Academic Appeal form together with supporting documentation to the Office of the Registrar at connect@ontariotechu.ca.

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.