

**Request for an Appeal Hearing
with the
Senate Committee for Student Appeals**

- APPEAL OF THE FINAL GRADE APPEAL PROCESS**
Students may appeal the decision of the Final Grade Appeal Committee only on the basis of alleged unfairness or bias in the process of the Final Grade Appeal, as stipulated in the Final Grade Appeal Policy (217).

- APPEAL OF THE STUDENT ACADEMIC MISCONDUCT DETERMINATION**
Students may appeal determinations as to the validity of a complaint and/or the determination of penalty, as stipulated in the Student Academic Misconduct Policy (70).

- APPEAL OF THE SUSPENSION OR EXPULSION DETERMINATION**
Students may appeal determinations of a suspension or expulsion, as stipulated in the Safe Student Learning Community Policy (204).

In the case of an appeal of the Final Grade Appeal process, Student Academic Misconduct determination, or suspension or expulsion determination, please file the appeal with the Office of the Registrar.

Date _____

Name of Student _____

Student Number _____

Address _____

Home Phone _____ Work Phone _____

Cell Phone _____ UFV Email _____@student.ufv.ca

Signature _____

- A. In the case of an appeal of the Final Grade Appeal process, please give the reason you believe the decision in your case was affected by bias and/or unfair process.
- B. In the case of an appeal of a Student Academic Misconduct determination, please give the reason you are appealing the determination as to the validity of the complaint and/or the determination of penalty.
- C. In the case of an appeal of a suspension or expulsion determination, please select the reason(s) for your appeal:
 - 1. The decision in your case was affected by procedural unfairness or bias in the investigative process that is material to the decision;
 - 2. new information has become available that was not available at the time of the initial investigation and this information could reasonably alter the final decision; and/or
 - 3. you are able to demonstrate that the final decision is excessive, unreasonable or unfair.

Briefly summarize the arguments and evidence which you will present to the Appeal Hearing, ensuring that they support your claim, and attach supporting documents. **Note:** as the documents from the original case will be provided to the committee, you do not need to re-attach that information.

Please be as specific as possible.

❖ Will you call witnesses at the Appeal Hearing?

Yes No

If 'Yes' please list all witnesses you will call at the Appeal Hearing, including addresses, telephone numbers, and email addresses (if available). **Attach a brief summary of the evidence each will present.**

1. Name _____
Address _____
Telephone _____ Email _____

2. Name _____
Address _____
Telephone _____ Email _____

3. Name _____
Address _____
Telephone _____ Email _____

4. Name _____
Address _____
Telephone _____ Email _____

5. Name _____
Address _____
Telephone _____ Email _____

❖ Will you be using a certified translator or interpreter at the Appeal Hearing?

Yes No

If 'Yes', please note proof of certification will be required.

❖ Will you have a support person at the Appeal Hearing?

Yes No

If 'Yes' please complete the following:

Name _____
Address _____
Telephone _____ Email _____

NOTE

Your support person cannot be a witness and cannot speak on your behalf. Legal council is not permitted.

Please remember that no additional arguments or evidence may be added after the Hearing has begun and all evidence must be available to all parties for a reasonable length of time before the Hearing.

The decision of the Senate Committee for Student Appeals is final.

If you also want the decision sent by UFV email, please include your UFV student email address here: _____@student.ufv.ca