
Request for a Review of an Academic Complaint

Issues or disputes relating to *probation, academic withdrawal, expulsion, academic misconduct or special consideration on the basis of medical, psychological or compassionate grounds.*

If you have discussed your concerns with the Professor and Program Co-ordinator of your course and you are not satisfied, you may request a formal review of your concerns by the Dean or Associate Dean of your program by completing this form. This step initiates the process for handling a formal Academic Complaint. The complete process and procedure is detailed in Section 13 of the *Admission Requirements and Academic Regulations for Degree, Diploma and Certificate Studies.*

You must submit this form to the Dean or Associate Dean of the School responsible for delivering your course within 10 days of the end of the term or release of the academic decision.

To be completed by the student:

Name _____ Student Number _____

Course Name and Number _____

Professor _____ Program Coordinator _____

Name of Assignment or Test _____

Reason for Request (please attach details and documentation)

I have discussed the issue referred to above with my Professor and Program Co-ordinator and I wish to proceed to request a formal review of my Academic Complaint. I agree that the Dean or Associate Dean will investigate the issue or dispute, discuss the concerns with the faculty involved and review all attached documentation. The Dean or Associate Dean will provide a written decision to me within ten (10) working days of the receipt of my written request unless an extension has been mutually agreed to by both parties.

Signature _____ Date _____

To be completed by the Dean or Associate Dean of the School:

Name of Dean/Associate Dean _____

Academic School _____

Date Review Conducted _____

Decision and Rationale (please attach separate sheet)

Signature _____ Date _____

Note: The School should keep a copy of the decision and advise the Registrar's Office if the grade is changed