# REQUEST FOR APPEAL OF ACADEMIC DECISION

**SECTION 1:** COMPLETED BY STUDENT AND SUBMITTED TO THE ACADEMIC ADMINISTRATOR

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Student #: ___________</th>
<th>Phone #: ___________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: __________________________</td>
<td>Year: _________</td>
<td></td>
</tr>
<tr>
<td>Course #: ___________</td>
<td>Course Name: ___________</td>
<td>Professor: ___________</td>
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</tbody>
</table>

Reason for Appeal: 
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Date Discussed with Professor: __________________________________________

**SECTION 2:** ADMINISTRATIVE REVIEW: COMPLETED BY THE ACADEMIC ADMINISTRATOR, RETURNED TO STUDENT, PROFESSOR AND REGISTRAR

Reviewed by: _________________________________

- Met with student / professor / others

Decision: 
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signature: Date:

**SECTION 3:** REQUEST FOR COMMITTEE REVIEW COMPLETED BY STUDENT AND FORWARDED TO THE OFFICE OF THE REGISTRAR

- I have read and understood the Niagara College Practice on Appeal of Academic Decisions.
- All information to be presented to the Appeal Committee, including the resolution requested, is attached.
- The following person will accompany me to the Appeal:

  Name: _________________________________ Title: _________________________________

Student’s Signature: _________________________________ Date: ___________________________

The decision of the Appeal Committee will be forwarded in writing to the student, faculty member and Academic Administrator within five (5) working days of the hearing.

Date Received in Registrar’s Office: ___________________ Received by: ___________________

_Last revised: April, 2021_