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**APPEAL FORM**

Red Deer Polytechnic

100 College Blvd.

Box 5005

Red Deer, Alberta

CANADA T4N 5H5

Telephone: 403.342.3578

E-mail: [appeals@rdpolytech.ca](mailto:appeals@rdpolytech.ca)

The personal information on this form is collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of initiating an appeal record which includes this form and other documentation. If you have any questions about the collection of this information, please contact the Dean of Students, Red Deer Polytechnic, 100 College Blvd., Box 5005, Red Deer, AB T4N 5H5. Telephone: 403.342.3578 Email: [appeals@rdpolytech.ca](mailto:appeals@rdpolytech.ca)

**INSTRUCTIONS**

To submit an appeal application, which includes this form and any documents you want to provide to support your appeal:

1. Read the [Student Appeals Policy](https://www.rdpolytech.ca/sites/default/files/uploads/documents/2022.06.22%20Student%20Appeals%20Policy.pdf) and [Student Appeal Procedure](https://www.rdpolytech.ca/sites/default/files/uploads/documents/2022.06.22%20Student%20Appeal%20Procedure.pdf). You have the right to contact the RDP Students’ Association Governance and Student Support Coordinator at (403) 342-3200 or [sagov@rdpolytech.ca](mailto:sagov@rdpolytech.ca) for assistance in making an appeal application.

2. You have ten (10) business days to make an appeal application. NOTE: Only decisions about the following matters may be appealed:

1. Student academic misconduct
2. Student non-academic misconduct
3. Reappraisal of a final grade (on grounds of bias or breach of procedural fairness)
4. Harassment, discrimination, or other conduct under the [Respectful Workplace and Learning Environment Policy](https://www.rdpolytech.ca/sites/default/files/uploads/documents/Policy%20-%20Respectful%20Workplace%20and%20Learning%20Environment_0.pdf)
5. Gender-based violence, including sexual violence, and
6. Accommodations for students with disabilities

3. Follow the instructions on this form.

4. Email this form and all supporting documentation to [appeals@rdpolytech.ca](mailto:appeals@rdpolytech.ca).

**CONTACT INFORMATION**

The phone number, mailing address, and email address you provide on this form will be the methods used to communicate with you. Please ensure that you email [appeals@rdpolytech.ca](mailto:appeals@rdpolytech.ca) if there is a change to your contact information. It is your responsibility to provide up-to-date information during the appeal process.

**REQUIRED DOCUMENTATION**

Your appeal application is not considered complete until you provide the required documentation. Check off each item below to ensure that your appeal application is complete before emailing it to [appeals@rdpolytech.ca](mailto:appeals@rdpolytech.ca):

A signed and completed Appeal Form

A copy of the decision you are appealing

Any additional pages describing in your own words what happened, what outcome or remedy you are asking for, or any details to support your appeal, for example:

1. The decision is unfair due to a failure on the decision-maker’s part to consider all the evidence
2. The severity of the outcome (penalty, or outcome measure) is unfair or unreasonable
3. The decision-maker was influenced by bias
4. New information has become available that could not have been presented at the time the original decision was made, that that may have otherwise affected the original decision
5. The proper process was not followed
6. The process was unfair or flawed

Any documents relating to the issues in your appeal, including emails between you and the decision maker, or other evidence that you are also relying on support of your appeal

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| LAST NAME | FIRST NAME | MIDDLE NAME |
| ADDRESS | TOWN/CITY | PROVINCE |
| POSTAL CODE | PHONE NUMBER | EMAIL ADDRESS |
| RDP ID NUMBER | SCHOOL | PROGRAM |

**GROUNDS FOR APPEAL**

|  |  |  |
| --- | --- | --- |
| **I received the original decision on** |  | **I am appealing within 10 business days of receiving the decision I am appealing.** |
|  | (YYYY-MM-DD) |

|  |
| --- |
| Who made the decision? |

|  |  |
| --- | --- |
| What is the decision being appealed? (E.g., academic misconduct, non-academic misconduct, severity of outcome, the way a final grade reappraisal was conducted) | |
| List and explain why you think the decision is incorrect or unfair. For an appeal on the basis that there is new information, you must provide the evidence that supports why you were not able to give the information earlier, and why the decision may have been different had the information been available to the original decision-maker. | |
|  | |
| What is the outcome or remedy you want from the appeal process. Provide any documentation that supports this request. | |
| Describe whether you need an accommodation or specific consideration related to your participation in the appeal process. | |
|  | |
|  | |
| STUDENT SIGNATURE | DATE |