

Faculty-Level Academic Appeal Application

Faculty-level Academic Appeals are concerns regarding academic misconduct or an academic decision related to probation, academic withdrawal, or expulsion.

If you have discussed your concerns with the professor and Program Coordinator of your course and you are not satisfied, you may request that the Senior Dean (or designate) responsible for the program review the concerns. The process and procedure are detailed in Section 18.3 of the *Admission Requirements and Academic Regulations* at humber.ca/academic-regulations.

This request form must be submitted by the student to the Senior Dean (or designate) no later than ten (10) days after the end of the term in which the course or unit of instruction was offered. The student must provide appropriate documentation which may impact the resolution of the appeal.

To be completed by the student:

Student Name: _____ Student Number: N _____

Date of Birth: _____ Telephone: _____

Email: _____

Course Name/Number: _____

Program Name: _____

Reason for Request (Please attach details and documentation):

I have discussed the concern with my Professor and Program Coordinator, and I wish to proceed to request a review by the Senior Dean or designate. I agree that the Senior Dean or designate will review the attached documentation, discuss my concerns with the Professor and Program Coordinator and confirm the decision of the Faculty in writing within twelve (12) business days of the receipt of my written request unless an extension has been mutually agreed to by both parties.

Student Signature: _____ Date _____

To be completed by the Senior Dean or designate of the Faculty:

Name of Senior Dean/Designate and Faculty _____

Date Review Conducted: _____

Decision: New Academic Decision _____ Remain Unchanged _____

Reason for Decision: (please attach separate sheet)

Signature: _____ Date: _____

Note: The Faculty should keep a copy of the academic decision and advise the Office of the Registrar of any grade or academic status changes