



# FACULTY ACADEMIC APPEALS



## CAN I APPEAL?

You can appeal a decision if it affects your **academic standing**, and you believe it was made **unfairly** **OR** if you believe you should receive consideration for **extenuating circumstances**

## WHEN CAN I APPEAL?

You must file your petition within **6 weeks** of the decision in question

## WHAT IS A PETITION FORM?

Each Faculty has an individualized appeal process, including a specialized petition form

The petition form will ask you to indicate what you are appealing, and give you an opportunity to make your case through a personal statement and any included supporting documentation (e.g. medical note)

## HOW DO I APPEAL?

Submit a completed petition form to the office of the dean of your registered faculty

**Grade appeals** should be submitted to the chair of the department for that course

Lazaridis students should submit to the faculty's petitions coordinator

## THERE ARE TWO TYPES OF APPEALS THAT YOU CAN MAKE TO A FACULTY PETITIONS COMMITTEE



### ON THE GROUNDS THAT THE NORMAL FACULTY OR UNIVERSITY RULES/PROCEDURES WERE NOT PROPERLY APPLIED

You must demonstrate in writing (on the petition form) that in your circumstance a university rule, or an Academic Calendar requirement or regulation, was not followed properly or applied fairly

### ON THE GROUNDS OF EXTENUATING CIRCUMSTANCES

You must indicate in writing (on the petition form) what relief you seek from the faculty or university rules, or Academic Calendar requirements and regulations, as a result of extenuating circumstances (e.g. illness or bereavement)

## RULINGS

There is no guarantee that your petition will be approved. Each faculty's **Petitions and Regulations Committee** takes into consideration what is in your best interest, and what is fair and equitable for all students and allowable under **Senate** regulations

Your appeal will be considered within six weeks of filing and you will be advised of the decision in writing to your MyLaurier account



## FURTHER APPEALS

You may appeal the decision of the faculty petitions committee to the **Senate Student Appeals Committee**, in accordance with the Procedures for Considering Appeals by the Senate Student Appeals Committee

Visit [Laurier's Academic Petitions and Appeals guide](#) for an extensive explanation of the process

