

## **APPLICATION FOR REQUEST FOR RELIEF FROM AN ACADEMIC DECISION**

Name:	
Student Number:	Pronouns:
Mailing Address:	
City, Province:	Postal Code:
Phone:	Email:

**I am requesting relief from an academic decision made by:**

Decision maker:	
Department/Faculty/College:	
Date of decision:	

**The grounds for this request for relief are: *(check all that apply)***

- ☐ Medical or compassionate circumstances
- ☐ Extenuating circumstances beyond student's control
- ☐ Reasonable apprehension of bias
- ☐ Inaccuracy
- ☐ Unfairness

Ignorance of Senate regulations and policies, program requirements, and policies as set out in the University's Academic Calendars does not constitute grounds for a request for relief.

## **ACADEMIC POLICIES**

Students should consult the Senate academic policy together with its associated procedures that is relevant to their situation. A student must submit their request for relief pursuant to the relevant policy.

- [Request for Relief from an Academic Decision policy](#)
- [Request for Relief from an Academic Decision graduate procedures](#)
- [Scholastic Offences policy](#)
- [Scholastic Offences graduate procedures](#)

To learn more about the request for relief and appeals process, students may contact the [Office of the Ombudsperson](#).

## **DOCUMENTS AND DEADLINES**

A complete Application must be received by the Vice-Provost (Graduate and Postdoctoral Studies) within **four (4) weeks** of the date of the written decision that forms the basis for a request for relief. Describe the details of your request in an attached Microsoft Word or PDF document.

A complete Application will include the following:

- a) the matter being appealed
- b) the grounds for the request
- c) a clear, detailed explanation of the facts supporting the grounds
- d) all supporting documentation
- e) the desired outcome or remedy
- f) a copy of the previous decision

All requests for relief must be supported by evidence. A detailed description of the evidence supporting the request (including any supporting documentation) must be presented, in writing, as part of the request for relief.

The deadline to submit a request for relief can be extended at the Vice-Provost's discretion. Any requests for an extension should be made by email before the deadline.