

Reference Document # B5.2 Appeal Guide under Bylaw 5: Concerning Support for Student Success

A student who is not permitted to register at the College under the terms of Bylaw 5, may request a review of his/her case.

Grounds for Appeal

The grounds to request an appeal include, but are not be limited to, personal, psychological, financial circumstances, major health issues, or learning challenges giving rise to academic difficulties.

Appeal Deadline

A request for an appeal must be received by Student Services before the prescribed deadline (indicated in the student's letter). Every effort will be made to complete the appeal process prior to the first day of classes/the course.

Appeal Procedure

1. The student submits a completed Appeal Request Form (attached) to Student Services prior to the deadline, with supporting documentation (e.g. a medical certificate or letter from an external counselor) as appropriate. Academic Advisors are available to assist in the preparation of an appeal.
2. Student Services will contact the student to schedule a date and time to present his/her appeal to the Appeal Committee, if a request is granted. The student may be accompanied by a support person, but he/she is not permitted to address the Committee.

Appeal Outcomes

1. If the student is successful in his/her appeal he/she must complete an Academic Probation Contract in order to release his/her schedule and confirm his/her registration for the course/semester, subject to availability.

The student is, placed on academic probation and must pass his/her registered course(s) while on probation.

2. A student who is not successful in his/her appeal, or who fails to pass his/her registered course(s) while on probation, is suspended from the College until such time as he/she successfully appeals the College's decision to suspend them.

PLEASE NOTE: A student who has not been registered in the College for one or more semesters must apply for admission to the College and meet the College and program admission requirements in effect at that time, in accordance with Policy 8: *Concerning Conditions of Admission to Diploma (DEC) Programs*, or Bylaw 3: *Concerning the Attestation of College Studies (AEC)*, before his/her appeal will be considered.

Appeal Committee Membership: the Director of Student Services (Chair)/or designate, an Education Advisor, Academic Advisor, Guidance Counsellor (as required), and a Program Coordinator (as required).

APPEAL REQUEST UNDER BYLAW 5

Student Name _____ Student # _____

Contact information (phone or email) _____

I wish to appeal the decision to suspend me from the College based on the circumstances described below.

Please briefly describe the exceptional circumstances (personal or medical) that contributed to your academic difficulty. You may attach additional sheets and documentation (e.g. a medical certificate or letter from an external counselor) to support your case.

Please explain how the circumstances described above have changed, and/or the strategies you intend to use, in order for you to be successful in your studies.

Student signature _____ Date _____

SUBMIT completed form to Student Services in person, or online to sservices@cegep-heritage.qc.ca