



Students Name:

Student ID#

Incident File #

In order to evaluate an appeal request, you need to outline, in detail the basis for your appeal. In other words, what specifically are you appealing, and on what grounds?

You can appeal either a finding or an outcome, or both. Grounds for appeal must meet at least one of the following conditions:

1. There is a perception of prejudice or bias, or an unfair application of the outcomes on the part of the examiner.
2. There was a procedural error that impacted the outcome of the process.
3. There were significant mitigating circumstances at the time of the incident that were not known by the examiner or not reasonably practical for the appellant to have made known to the examiner.

There are three possible outcomes of an appeal:

- * may decide the findings and outcomes are appropriate - no change
- * may decide the findings and outcomes are excessive and impose a more lenient outcome
- * may decide the findings and outcomes are insufficient and strengthen or impose new outcomes

As a reminder, this form must be submitted to me by the deadline date stated on your outcome letter from the Manager, Restorative Practices and Student Conduct or the Discipline Committee.

Student Advocates are also available to assist you in the appeal process. They are located in the Students' Union offices on the 4th floor of the Bloomfield Centre and their office hours are posted on their door. You may also email them at su_advoc@stfx.ca.

I am appealing the following:

- Finding of Responsible
- Outcome

List the outcome(s) you are appealing:

Describe below the reasons for your appeal:

Upon receiving this request, the Chair of the Appeals Committee will review your file and will decide whether or not your appeal will be heard. If it is decided to hear your appeal, a date and time will be scheduled for your appeal hearing. You will have 7 calendar days from the date of the notice to prepare for your appeal.

Appeal decisions are final.