



REQUEST FOR AN APPEAL TO EDUCATION COUNCIL FORM

Appeal to Education Council on Educational Matters Policy 321

INSTRUCTIONS FOR STUDENTS

Read the Policy and Procedures for Appeal to Education Council on Educational Matters 321 and consult with a Students' Union of Vancouver Community College (SUVCC) Student Advocate. Nothing in this form overrides written policy and procedures.

Prepare for your Education Council Appeal Tribunal Hearing. It is **strongly** recommended that you use the services of the SUVCC Student Advocate to prepare for your Tribunal Hearing.

Steps to Request an Appeal to Education Council

1. The Request for an Appeal to Education Council Form must be completed in its entirety and returned to the Registrar's Office.
2. You are required to file the Form within 20 business days of the date when you were notified of the decision you are appealing. Appeal requests after 20 business days may be considered at the sole discretion of the Tribunal.
3. You will be contacted by the Chair of the Tribunal as to whether or not the Tribunal will hear your Appeal.
 1. If your Appeal is to be heard, you will be provided with a date for your Tribunal Hearing. All questions about the Tribunal Hearing should be directed to the Chair and/or discussed with your SUVCC Student Advocate.
 2. If the decision of the Tribunal is not to hear your Appeal, you will be notified and provided with a rationale. You will not be able to re-appeal without further evidence or information. There is no automatic extension of the 20 business day submission deadline in this circumstance. Your re-application may be considered only at the discretion of the Tribunal.



REQUEST FOR AN APPEAL TO EDUCATION COUNCIL FORM

Appeal to Education Council on Educational Matters Policy 321

Date of Request: _____

PART A: Student Information

Student Name: _____

Student Number: _____ Program/Course/Area: _____

Mailing Address: _____

Phone Number: _____ Email: _____

PART B: Decision Being Appealed

Please attach a copy of the written decision and rationale which you are appealing.

Decision is attached? ☐ Yes ☐ No

Person or Committee whose decision is being appealed: _____

Date you were notified of the decision you are appealing: _____

PART C: Grounds for Appeal

On what grounds are you submitting your appeal? Grounds for appeals are limited to the following:

- ☐ Lack of Due Process/Procedural Fairness
- ☐ Relevant New Information

Provide a detailed description of the relevant following ground(s) for your appeal:

Lack of Due Process/Procedural Fairness: *Explain the details of the breach of due process or procedural fairness, with examples.*

[Maximum number of characters has been reached. Attach additional pages if required.]



REQUEST FOR AN APPEAL TO EDUCATION COUNCIL FORM

Appeal to Education Council on Educational Matters Policy 321

Relevant New Information: *Outline what new evidence or material you have that was not available at the time the decision was made that may have influenced the outcome.*

[Maximum number of characters has been reached. Attach additional pages if required.]

PART D: Additional Supporting Documentation/Evidence/Information

If you have additional documents/evidence/information you believe support your appeal, list them below and attach a copy to this form.

Total Number of Additional Documents Submitted*: _____

1. Document Name: _____
2. Document Name: _____
3. Document Name: _____
4. Document Name: _____

* Attach additional pages if required.

PART E: Witnesses at the Tribunal Hearing

Do you intend to call witnesses: ☐ Yes ☐ No

If yes, please list the names of all witnesses and a brief summary of their evidence:

Witness Name: _____

Summary of Evidence:

[Maximum number of characters has been reached. Attach additional pages if required.]



REQUEST FOR AN APPEAL TO EDUCATION COUNCIL FORM

Appeal to Education Council on Educational Matters Policy 321

Witness Name: _____

Summary of Evidence:

[Maximum number of characters has been reached. Attach additional pages if required.]

* Attach additional pages if required.

PART F: Support Person at the Tribunal Hearing

You may bring one support person to the Tribunal Hearing. The support person is not allowed to speak at the Hearing and cannot speak on your behalf.

Will you bring a support person to the Hearing? ☐ Yes ☐ No

Name: _____ Relationship: _____

PART G: SUVCC Student Advocate at the Tribunal Hearing

You may bring an SUVCC Student Advocate to the Tribunal Hearing to advise and represent you. However, you are expected to fully participate in the Tribunal Hearing and answer any direct factual questions asked by the Tribunal.

Will you bring an SUVCC Student Advocate: ☐ Yes ☐ No

Name of SUVCC Student Advocate: _____

PART H: Accommodations

You may request accommodations needed to fully participate in the Tribunal Hearing (e.g., sign language interpreter) and should inform the Chair of such requirements five (5) business days prior to the Tribunal Hearing. If you request accommodations within five (5) business days, the Hearing may need to be re-scheduled to fulfill the request.

Do you require a spoken language interpreter? ☐ Yes ☐ No If yes, for which language? _____Do you require a sign language interpreter? ☐ Yes ☐ NoDo you require other accommodations? ☐ Yes ☐ No (If yes, please provide details below.)

[Maximum number of characters has been reached. Attach additional pages if required.]



REQUEST FOR AN APPEAL TO EDUCATION COUNCIL FORM

Appeal to Education Council on Educational Matters Policy 321

PART I: Student Signature

☐ I understand that this is a Final Appeal, with no other avenue of appeal available to me on this matter.

Total Number of Pages submitted (including this form): _____

Student Signature: _____ Date: _____

Submit this form and all supporting documents to the Registrar's Office at either campus.

Keep a copy of all documents that you submit.

Your original will be date stamped.

FOR OFFICE USE ONLY

OFFICIAL RECEIPT OF FORM

Date Received: _____ **DATE STAMP:** _____

Received By: Department: _____

Name: _____

Title: _____

Date Referred to the Chair of Education Council: _____



REQUEST FOR AN APPEAL TO EDUCATION COUNCIL FORM

Appeal to Education Council on Educational Matters Policy 321

FOR OFFICE USE ONLY

APPEAL OUTCOME

This section tracks the progress of an Appeal to Education Council on Educational Matters in accordance with Policy 321.

Termination of Appeal before a Final Decision

At any time, the student may terminate the appeal process by providing written notice to the Registrar. The student may then not resubmit this appeal to Education Council.

- ☐ Not Terminated
☐ Copy of written notice of termination attached. Date received: _____

Initial Meeting of the Tribunal

At this initial meeting, the Tribunal reviews the documentation and determines whether to accept the appeal request or reject it based on insufficient grounds. The Tribunal will also decide whether to accept requests for appeals that were submitted after the deadline.

- ☐ Appeal Request Accepted
☐ Appeal Request Denied (Insufficient Merit; Appeal Request Submitted too late).

Date of Decision: _____

- ☐ Rationale Attached
☐ Student Notified

Final Tribunal Decision and Rationale

If the appeal is “founded,” a new educational appeal will be initiated under the direction of the original policy (e.g. Appeal of Final Grade policy).

- ☐ Founded
☐ Unfounded

Date of Decision: _____

- ☐ Rationale Attached
☐ Student Notified

Name of Education Council Appeal Tribunal Chair: _____

Signature: _____

Date: _____