



**Academic Standards and Appeals Committee of the Senate
Academic Appeal for Students**

The student is responsible to read the *Academic Regulations* section of the current *Crandall University Academic Calendar* to be aware of regulations, policies and any specific guidelines for the appeal process prior to submitting this form.

Student Name:

Student ID:

Submission Date:

University Email*:

*Privacy regulations stipulate that University issued student email may be the only email used for official correspondence.

Appeal Checklist: The following documentation must accompany your appeal in order for your appeal to be heard.

- Submit a completed copy of this *form* as the cover for your appeal letter and supporting documentation.
- Submit your *appeal letter* to the Office of the Registrar (see sample on reverse).
- Submit all *supporting documentation* that you wish to present (see examples on reverse).
- Request a *letter of comment* be sent from any affected professors, or the Faculty Head for your program. This letter must be received prior to the appeal submission date noted; this letter must be sent directly from the Professor to the Office of the Registrar.
- Submit your appeal either in person (Registrar’s Office, Stultz Hall), via mail (address on reverse), or electronically (registrar@crandallu.ca). Submit your appeal on, or before, the *specified date* for this semester:

APPEALS MUST BE SUBMITTED BY	APPEALS WILL BE HEARD ON
January 2, 2019	January 4, 2019
January 14, 2019	January 18, 2019
January 28, 2019	February 1, 2019
February 11, 2019	February 15, 2019
March 11, 2019	March 15, 2019
March 25, 2019	March 29, 2019
April 8, 2019 (preferable)	April 11, 2019

A formal response will be sent to your Crandall Student Email account within five business days of the committee meeting to which the appeal was submitted.

Office Use Only	
Date received by Registrar’s Office:	Decision: ___ granted ___ denied
Date of meeting:	Notes:

Sample Letter for Academic Appeals

Your name

Your mailing address (during semester or summer)

University email

Date

Academic Standards and Appeals Committee of the Senate
Office of the Registrar
Crandall University
P.O. Box 6004
Moncton, New Brunswick, E1C 9L7

Dear members of the Academic Standards and Appeals Committee,

1. State specifically what you are asking for -- for example, your wish to have the "W" notation applied to course grades, be permitted to have an extension, or to be permitted to continue on Academic Probation, etc.
2. State specifically your situation with all of the relevant circumstances and grounds for appeal. You will have to be specific about dates of illness and/or events. You should adhere to the facts and events that are relative to your appeal.
3. State clearly how medical or compassionate grounds (typically outside of the student's control) negatively impacted your academic performance.
4. Refer to any attached documentation and to any documentation to follow.
5. Indicate how you will positively address the pursuit of your studies in the coming semester and/or how you will manage to control the situation if adverse conditions continue.

Sincerely,

Your name (typed or printed)

Your student number

Supporting Documentation for Academic Appeals

1. Appeal letter (in all cases).
2. Medical doctor's notes, and/or notes from other health care providers related to your appeal (where applicable).
3. Copies of all correspondence relating to your appeal (in all cases). Examples:
 - With instructor
 - With faculty
 - With administrators
 - With other university officials, etc.
4. A *letter of comment* (in all cases). It must be sent to the Registrar's Office from any affected professors, or the Faculty Head for your program.
5. Any, and all, additional information or documentation that may be considered relevant to the matter at hand. Only materials received in writing will be considered.