



Student Rights and Code of Conduct Appeal

INSTRUCTIONS

- This petition is only used to appeal the final decision of the Academic Dean/ Dean, Student Affairs and Registrar, as related to your misconduct report (academic or non-academic)
- This petition is used to document the details of your appeal. Please complete the form below and attach all evidence and supporting documentation, including any notes from meetings and/or email communications.
- Complete this petition electronically. Submit the complete petition and attachments to the Registrar registrar@lethbridgecollege.ca

Student ID:	s	Birthdate (YYYY-MM-DD):	
Last Name:		First Name:	
Email Address:			
Program Name:			
Student's signature:		Submission date: (YYYY-MM-DD)	

Upon which of the following grounds are you appealing the decision and/or sanction:

- ☐ The person who made the decision or imposed the sanction lacked the authority to do so;
- ☐ The process followed by the person who made the decision or imposed the sanction was procedurally unfair; or
- ☐ The decision made or sanction imposed is unreasonable.

PROVIDE YOUR APPEAL REQUEST AND RATIONALE IN THE FOLLOWING TEXT BOX:

The appeal request must include the following information:

- a. Documentation of the decision or notice of the sanction;
- b. All correspondence between the Student and the person who made the decision or imposed the sanction;
- c. The grounds or grounds of appeal as well as evidence to support the appeal;
- d. The Student's desired outcome;
- e. The names of any witnesses whom the Student intends to present at the appeal hearing;
- f. Any accommodations requested for the appeal hearing, with reasons for the request;

NEXT STEPS:

1. The Registrar shall advise in writing; the appellant (the student who is appealing), the respondent (person who imposed sanction) and gather the Student Appeal Committee within 10 business days of receiving the completed appeal form.
2. Within 10 business days of an appeal hearing, the Student Appeal Committee will provide its written decision, with reasons, to the Registrar, who will circulate it to the Student, the person who made the initial decision or imposed the initial sanction, and others who need to know. The Registrar will keep decisions, Appeal Forms, and accompanying documentation in accordance with the College's records-retention schedule.

EXPECTATIONS FOR RESPONSIBLE CONDUCT DURING THE APPEAL PROCESS

While appreciating the stress and anxiety inherent within the appeal process, students at Lethbridge college are expected to conduct themselves appropriately, respectfully, responsibly and with propriety and to abide by all policies and regulations.

Unnecessary and/or Repeated Communication

- The process, persons responsible and timeline or duration permitted for the consideration an appeal will have been clearly communicated to the student at the outset. The appellant therefore has no need to, and should desist from, either repeatedly contacting the person responsible or any other person within the College.

Emotional Pleading

- The focus of the appeal should be on the factual basis of the allegation of misconduct or the way a grade has been calculated or assessed. The impact on the personal circumstances or status of the student is not the main basis for appeal.

Unfounded Allegations

- Students have an obligation to act in a fair and respectful manner toward the other parties involved during the appeal process. To this end they should refrain from making personal attacks or baseless accusations for which there is no evidence.

The personal information requested on this form is collected under subsection 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for the purpose of administering the International Student Athlete Tuition Benefit program. It may be disclosed to external agencies, and used by the college and external agencies, for this purpose or for a consistent purpose. If you have a question about the collection, disclosure, use or protection of this information, please contact the College's Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing privacy@lethbridgecollege.ca, or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.