

PLEASE READ CAREFULLY

**Formal Appeal Process:**

1. The Student Appeal Form must be submitted to the Program Chair within five College working days from the date the decision was issued.
2. If you believe there has been an incorrect administration of appeal procedure, the Student Appeal Form must be submitted to the Dean of the School within five College working days upon receipt of the decision of the Program Chair.
3. If you are not satisfied with the decision of the Dean of the School, the Student Appeal Form must be submitted to the Student Service Centre (D101, Notre Dame Campus, P104 Exchange District Campus) within five days of receiving the decision of the Dean of the School in order to request an Appeal Committee Hearing.

This form can be used for an appeal at any level of the appeal process. All responses from the College will be in writing to you. If this is an appeal that is heard by an Appeal Committee, the Appeal Chair will correspond with you regarding the details of the hearing through your College-issued academic email address. It is your responsibility to monitor your College-issued email account during the course of an appeal. Once correspondence has been sent, it is deemed to have been received.

Please refer to Policy S3 Student Appeals at [rrc.ca/policies](http://rrc.ca/policies) for details on the student appeal process.

**PLEASE NOTE:** A fee applies at the Appeal Committee Hearing.

**Student Information:**

Name:		Student #:	
Address:			
City:		Province:	Postal code:
Phone #:	<input type="checkbox"/> Home <input type="checkbox"/> Cell	Program:	
Academic email:			
Instructor:			
Chair:			
Dean:			
Course (if applicable):		Grade assigned (if applicable):	

**If you have received any documents from the College regarding the decision, please attach copies.**

Please briefly state the decision that you are appealing. Please attach a separate page with a full explanation.

**RRC Polytech - Student Service Centre****Notre Dame Campus**

D101-2055 Notre Dame Ave., Winnipeg, MB R3H 0J9  
P: 204.632.2327 | F: 204.697.0584

**Exchange District Campus**

P104-160 Princess St., Winnipeg, MB R3B 1K9  
P: 204.632.2327 | F: 204.949.9105

**Regional Campuses**

For Regional Campus contact info,  
please visit [rrc.ca/campuses](http://rrc.ca/campuses)

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Please provide a brief statement as to why you feel a review of the decision is warranted.  
(Please attach on a separate page supporting documents to further describe your decision.)

Please state the specific remedy you are asking for in this appeal. (Please use a separate page if space is not sufficient.)

Students have the right to consult with any individual(s) of their choosing in preparation for and when making decisions about their appeal including attendance at appeal hearings.

- To make an appointment with an Academic Advisor, please visit [rrc.ca/advising/contact](http://rrc.ca/advising/contact)
- The Students' Association has an Appeal Consulting Service at CM20, Notre Dame Campus or P110 Roblin Centre, Exchange District Campus.

**Have you sought advice regarding your appeal that you would like us to know about?**

<input type="checkbox"/> Instructor	_____	_____
	Instructor name	Instructor signature
<input type="checkbox"/> Chair	_____	_____
	Chair name	Chair signature
<input type="checkbox"/> Dean	_____	_____
	Dean name	Dean signature
<input type="checkbox"/> Registrar's Office	_____	_____
	Name	Signature
<input type="checkbox"/> Academic Advisor	_____	_____
	Name	Signature
<input type="checkbox"/> Students Association	_____	_____
	Name	Signature
<input type="checkbox"/> Other	_____	_____
	Name	Signature
	_____	_____
	Organization	Signature

\_\_\_\_\_  
Student signature\_\_\_\_\_  
Date (dd/mm/yy)

PLEASE KEEP A COPY OF THIS FORM FOR YOUR REFERENCE

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