

appealing to SRBA are set out on p.2. a complete Application and the deadlines for



(Type or print legibly)

NAME: _____ STU)b 317 TJ -a 01405 15-2290 U- (S) 05 (r)-4.3 (e)-3

LEGAL COUNSEL OR AGENT

If you have retained legal counsel or an agent, please complete the following:

Check one: Legal Counsel () Agent ()

Name: _____ Name of Firm (if applicable): _____

Address: _____

Telephone: _____ E-mail: _____

DOCUMENTATION AND DEADLINES

The complete Application for Hearing must be received in the University Secretariat within six weeks* of the date of the Dean’s written decision that is under appeal. A complete application will include the following: details of the appeal, which must include a description of the matter under appeal and the reasons for challenging the Dean’s decision; the requested relief; a copy of the Dean's decision; a copy of the student’s letter or application to the Dean requesting relief, if applicable; and, all relevant supporting documentation. An incomplete Application for Hearing will not be accepted by the University Secretariat. Do not bind the documentation (i.e., spiral coil, comb binding, etc.).

HEARINGS

Appeals are heard by SRBA panels. A complete list of the current members of SRBA is available from the University Secretariat.

If your appeal relates to a scholastic offence (#1 or #2 on page 1), your appeal will proceed to an oral hearing. In all other cases an SRBA panel will first review your appeal and decide if it will proceed to an oral hearing.

WITNESSES

If there is an oral hearing of this appeal you are responsible for ensuring the availability of your witness(es) at the scheduled time, and for notifying your witness(es) of the date, time and location of the hearing.

SENATE REGULATIONS

Full information on SRBA’s jurisdiction, its rules relating to evidence, and its hearing procedures are set out in the section “Appeals to SRBA” in the Undergraduate Student Academic Appeals Policy and the Graduate Student Academic Appeals Policy.

Undergraduate Student Appeals: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsundergrad.pdf
Graduate Student Academic Appeals: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsgrad.pdf

SIGNATURE

I confirm that I have followed the appeal process outlined in the academic regulations applicable to my appeal. I hereby authorize the University Secretariat to obtain an official copy of my academic record from the Office of the Registrar.

Appellant’s Signature

Date

Please submit your complete Application for Hearing by email to secretariat-appeals@uwo.ca.

For more information, please contact the University Secretariat at (519) 661-2055.