



APPEAL TRIBUNAL HEARING APPLICATION

(TO BE COMPLETED BY THE STUDENT)

This form supports Policy 5104, Academic Integrity and Appeals; and Procedure 5104-PR 3, Institutional Appeal Tribunals. See the procedure for additional instructions for submitting this form.

PART 1 (Please print clearly in ink)

STUDENT INFORMATION

Student ID Number	
Surname	Given Name
Program	Program Level

CONTACT INFORMATION

It is vital that you provide accurate contact information, as this is where the result of your appeal will be sent and inquiries made. If you cannot be contacted, you risk missing important deadlines and information, and may jeopardize your ability to further appeal.

Street Address & Number		Apt.
City	Province	Postal Code
Phone	Email	
Date of Submission	Office of VP Education Date Stamp	
Term of Appealed Grade or Standing	Term <input type="radio"/> Fall <input type="radio"/> Winter <input type="radio"/> Spring/Summer	

DECISION REVIEW BOARD HEARING (DRB)

Date of Request Submitted	Date of DRB Hearing
DRB Decision	
Grounds for Appeal of DRB Decision	Remedy Sought

GROUND OFS OF APPEAL UNDER PROCEDURE 5104-PR3

Procedural Unfairness
Unfair Penalty
New Evidence

PART 2

In the interest of completeness you are strongly encouraged to attach a statement in response to the following. (A typed or word-processor-produced statement preferred, but you may use the space below if necessary.)

1. Please indicate, as specifically as possible, why this appeal should be considered.

NOTE:

- All claims you make should be completely documented, and copies of all documents attached to this form. These include such items as medical documents, official certificates, course policies, pertinent class grades to show satisfactory course progress, etc. Failure to provide pertinent documentation may jeopardize your appeal.
- The appeals tribunal will have the right to decide whether or not to accept any documents you provide after the submission date of this appeal request.

2. Please state the action(s) you wish the appeal tribunal to take, i.e., what remedy are you seeking?

3. Please list all the witnesses you intend to have present at the tribunal hearing. Specify what contribution you expect each witness to make and the estimated length of time that the witness will appear before the tribunal.

4. Please attach a copy of your written request to your dean that confirmation be sent to the office of the VP, Education, stating that all school-level appeal procedures have been exhausted. This letter must also outline the decision of the decision review board.

5. Please list all documents included with this request.

6. Please list any document(s) not in your possession, but which you wish the department to produce. You should identify the document(s), and must indicate for each document why it is important to your appeal, while bearing in mind the grounds for your appeal.

PART 3

If you intend to be accompanied by another party, other than your witnesses, please complete the following:

Name		
Street Address & Number		Apt.
City	Province	Postal Code
Phone	Email	

Note: Normally you would be your own spokesperson. If you do not intend to represent yourself at the Hearing you must obtain approval for an alternative spokesperson by attaching a request to this submission. The request should explain why you are not prepared to be your own spokesperson, and why you wish this particular person to be your spokesperson. Approval is not necessary if you are asking only that a support person, who will not address the tribunal, be present.

DECLARATION

I have read and understand Policy 5104 and its associated procedures, which explain the appeals process at BCIT. I certify that the documents I have submitted are authentic and bona fide, and the statements I have made are true.

Signature	Date
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NOTES:

- You must retain a copy of this form and all documents submitted
- You should retain the date stamped letter you will receive in reply to this request, and/or the postmarked envelope.
- There may be a fee associated with the submission of this request. Refer to the "Schedule of Miscellaneous Fees" at bcit.ca/admission/fees.