

**Student Preparation Guide for the Written Submission to the Engineering
Student Appeals Committee**

Before filling out this form, appellants are advised to read carefully the Terms of Reference of the Student Appeals Committee.

Appeals must be filed within 5 business days of the decision received by the student.

This document is available at <https://www.uregina.ca/engineering/students/student-resources/appeals.html>

Please contact the Appeals Advisor at 337-2423 or diana.sharpe@uregina.ca you would like an appointment to discuss this matter.

Point form is acceptable. Please complete this form and be sure to provide your signature.

Name:
Student Number:
Address:
E-mail Address:
Phone Number:
Date of this written statement:
Faculty's decision you are appealing: <i>(please indicate if this is not your home faculty)</i>
Signature of appellant:

STATEMENT OF CASE *(All parties are asked to present their case concisely in writing and verbally during the hearing. Each party is asked to keep questioning of the witnesses to relevant facts; the Chair may set a time limit for testimony if already stated facts are being repeated).*

State the grounds of your appeal as based on one or more of the following (in the box below)

- a) There is additional relevant information which was not considered at the Faculty level;
- b) There was a problem in procedure at the Faculty level;
- c) The substance of the case was not considered correctly at the Faculty level. For example, relevant rules and regulations were applied incorrectly;
- d) Even if relevant rules and regulations were applied correctly the resulting decision is unfair or unreasonable in the circumstances.

Explain in detail the basis of your appeal (i.e. why you are appealing).

Please provide a list of all documents in your submission package. You may wish to include any correspondence between the University of Regina and yourself, course assignments, course syllabus, essays, exams, a timeline of events...if these documents relate specifically to your appeal. Number of additional pages: _____