

Student Concern and Informal Academic Appeal Process

Version 13

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Process Instructions and Forms

The following process instructions and forms apply to students enrolled in the **CPP/CPA**, **BCMS**, and **BSD** programs.

Please note that any concerns submitted will remain **confidential**.

Academic Appeal Process Steps

1. **Discuss your concern with your professor.**

The first step in resolving any academic issue is to speak directly with your professor. Please allow **3–4 business days** for a response.

2. **Request an informal appeal review.**

If your concern is not resolved, complete the appropriate form (SCPA Student Concerns form or Informal Final Grade Appeal form).

The **School Administration team** will review your submission and work with you to find a resolution.

3. **Request a formal appeal review.**

If the issue remains unresolved after the informal process, you may proceed with the **Formal Academic Appeal Process**.

Please note that you must first complete the informal process before submitting a formal appeal to the **Centralized Appeal Committee**.

For full details and access to the **Formal Academic Appeal Form**, please visit [[Seneca Polytechnic's Academic Appeals policy](#)].

Student Concerns

If you experience any issues with your course or learning experience during the semester - including concerns related to the in-semester grading of assessments - we're here to support you. Please note that any concerns regarding the grading of an assessment must be raised within **10 business days** of the grade being released.

To share your concern, please complete the ([SCPA student concern form](#)). Our School Administration team will review your submission and respond as soon as possible.

Informal Appeal of an Academic Integrity Decision

If you wish to appeal a decision made by the **Academic Honesty Committee**, please complete the ([SCPA student concern form](#)).

Your request will begin the informal appeal process and be reviewed by the **School Administration team**.

Informal Final Grade Appeal Process

Students may submit an **informal appeal of their final grade** (the letter grade posted at the end of the course) once final grades have been released.

To begin, please complete the ([Informal Final Grade Appeal Form](#)).

- **Submission deadline:** Within **10 business days** of the grade release date.
- **Fall 2025 grade release:** **December 19, 2025**
- **Form open until:** **January 15, 2026** (10 business days after release)

tags : bcms, bsd, cpa, cpp, scpa, studentappeal, studentconcern