Student Appeal Process

Version 4

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Appeal Process Steps:

1. **Discuss the situation with your professor**.
The first step in resolving any course issue is to discuss your concerns with your professor. Please ensure that you give them sufficient time to respond (3-4 business days).

2. **Request an informal appeal committee review.**
*If you are unable to resolve the concern with your professor, please complete the form through this link: INSTRUCTIONS FOR SUBMITTING INFORMAL ACADEMIC APPEALS . **The form will be open until January 10, 2025 [10 days post grade release].** The committee will use the information you provide to try to find ways to resolve the issue. Please give the committee up to 2 weeks to reply to your informal appeal review request.*

3. **Request a formal appeal committee review.**
If the informal appeal committee is unable to resolve your concern, you can request a formal appeal committee review. The first step will be to complete the formal appeal form. In this process, you must meet with the School of Computer Programming and Analysis Chair to discuss the situation. Once you have met with the Chair, if you choose to proceed with the formal appeal, the appeal form will be signed and sent to the Registrar's Office for processing.

We would like to thank you for reaching out regarding your grades and the appeal process.

Seneca Polytechnic's policy for Academic Appeals is available here.

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