

# Student concern and Informal Academic Appeal Process

Version 9

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If you have any concerns about your course, we're here to help. Please fill out the following form ([SCPA student concern form](#)) to send us your course concern, and we'll address it as soon as possible. This service is for students enrolled in the following programs: CPP/CPA & BSD. Please note that any concerns brought to our attention **will remain confidential.**

**Important Notice: Informal Appeal Process :** Students may submit an informal appeal once final grades are available. The appeal must be submitted within 10 business days from the date the grades are posted. Final grades will be available to students on April 28, 2025.

## Informal Academic 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 May 12, 2025 [10 days post grade release]**. The committee will use the information you provide to try to find ways to resolve the issue.

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

If the informal appeal committee is unable to resolve your concern, you may request a formal review by the appeal committee. The first step is to complete the formal appeal form. As part of this process, you must meet with the Chair of the School of Computer Programming and Analysis to discuss the situation. After meeting with the Chair, if you decide to proceed with the formal appeal, the appeal form will be submitted to the Centralized Appeal Committee for review.

Please visit Seneca Polytechnic's Academic Appeals policy for more information [here](#).

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