



## MITT Student Appeal Submission Form

### INSTRUCTIONS

1. Students who have received a documented academic decision—such as a Final Course Grade, Breach of Academic Integrity, Compulsory Withdrawal, or Prior Learning Decision—and cannot resolve their concerns informally may submit a Level 1 appeal. **Appeals must be submitted within five business days** of the date the decision was issued; late submissions will not be considered.
2. Before proceeding, **students are strongly encouraged to:**
  - Meet with a Student Advisor for guidance on presenting their appeal, knowing their rights and responsibilities, and accessing support and advocacy.
  - Review the **Student Appeals Policy (AC-2-2)** and the **Student Appeals Guidebook** to understand the process, timelines, and valid grounds for appeal.
3. Complete all required sections of this form. Clearly state the grounds for your appeal, as submissions without valid grounds will not be considered. Simply disagreeing with a decision does not meet the criteria outlined in the policy.
4. Your appeal will be sent to the Program Manager for review, with a copy provided to your instructor and Academic Coordinator.

### ACKNOWLEDGEMENTS

By checking each box, you confirm your understanding and acceptance of the following:

- I acknowledge that I have been unable to resolve my concerns through informal means, as outlined in the Student Appeals Policy, and wish to proceed with a formal appeal. (Proof of informal attempts must be provided.)
- I acknowledge that if my appeal does not meet the grounds outlined in the Student Appeals Policy, it will **not** proceed.
- I acknowledge that the information provided in this form, along with any attached or additional supporting documentation, will be shared with the Academic Manager, Academic Coordinator, and applicable Faculty members.

## STUDENT INFORMATION

<b>Full Name:</b>	Click or tap here to enter text.	<b>Student ID:</b>	Click or tap here to enter text.		
<b>Address:</b>	Click or tap here to enter text.				
<b>City:</b>	Click or tap here to enter text.	<b>Province:</b>	Click or tap here to enter text.	<b>Postal Code:</b>	Click or tap here to enter text.
<b>Email:</b>	Click or tap here to enter text.	<b>Phone #:</b>	Click or tap here to enter text.		

## PROGRAM INFORMATION

<b>Starting Term:</b>	Click or tap here to enter text.	<b>Year of Program:</b>	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup>
<b>Program Name:</b>	Click or tap here to enter text.		
<b>Instructor Name:</b>	Click or tap here to enter text.		

## Appeal Level Requested

- 1<sup>st</sup> Level Appeal       2<sup>nd</sup> Level Appeal       3<sup>rd</sup> Level Appeal

## Type of Decision being Appealed

**Mandatory** (Check only one) – if you need to appeal more than one, please submit an additional appeal form for each decision.

- Final Grade / Assessment Decision  
 Academic Integrity or Non-Academic Misconduct  
 Recognition of Prior Learning (RPL)

## Grounds for Appeal

\*Grounds for Appeal are the specific, valid reasons permitted by MITT for requesting a review of an academic decision.

**Mandatory** - Check one or more and provide supporting documents

- Procedural Error  
 Bias or Conflict of Interest  
 Disproportionate or Inconsistent Sanction  
 Calculation or Factual Error  
 New, Relevant Evidence (not available at time of decision)  
 Misapplied or Unfairly Applied Regulation  
 Mitigating Circumstances

## Informal Resolution Details

You must demonstrate an attempt at informal resolution before proceeding.

<b>Date of Academic Decision</b>	Click or tap to enter a date.
<b>Date of Informal Appeal Decision:</b> *This decision will be provided to you in writing by your instructor/Academic Coordinator	Click or tap to enter a date.
<b>Instructor/Coordinator Contacted:</b>	Click or tap here to enter text.

## Attachments Checklist

- Letter of Appeal which includes:
  1. Clear explanation of the decision you are appealing
  2. The grounds for appeal and how they apply to your case
  3. Timeline of events
  4. Specific outcome you are requesting
- Supporting Documentation (medical, email records, screenshots etc.)
- Evidence of Informal Resolution Attempt (must include PDF or screenshot of email confirmation received regarding decision by instructor/Academic Coordinator on your informal appeal)
- Translation (if documents not in English)

## Student Declaration

I confirm the information provided is accurate and complete. I have read and understood the Student Appeals Guidebook and agree to comply with MITT's timelines and processes.

<b>Student Signature:</b>		<b>Date:</b>	Click or tap to enter a date.
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Handwritten or valid Adobe (PDF) approved electronic signature required

MM/DD/YYYY

### OFFICE USE ONLY

Action Item	Completed By	Date
Verified Informal Steps Completed		
Appeal Package Received		
Fee Paid (if applicable)		
<input type="checkbox"/> Yes <input type="checkbox"/> N/A		