



## ACADEMIC PROGRESSION APPEAL FORM

**ACADEMIC PROGRESSION APPEAL PACKAGES MUST BE SUBMITTED TO THE OFFICE OF THE REGISTRAR WITHIN TEN (10) BUSINESS DAYS FROM THE DATE OF WITHDRAWAL OR SUSPENSION DECISION.**

Students may use this form to appeal the program's withdrawal or suspension decision. For more information about the appeal process, please refer to the [Academic Progression Appeals Procedure](#). All communications regarding the appeals will be sent to the email address listed on the student record at the time. It is the student's responsibility to ensure their contact information is kept up-to-date through their myNAIT Portal.

<b>Student Name: (Last, First)</b>	<b>Student ID Number:</b>	<b>Program:</b>
<b>Phone Number:</b>	<b>Email:</b>	

### Grounds for Appeal:

An academic progression appeal can only be filed on one or more of the following grounds. On which ground(s) would you like to submit your appeal? Please select all that apply.

- ☐ **Procedural error:** a NAIT policy and procedure has been violated or misapplied.
- ☐ **Merit of Work:** the academic decision does not accurately reflect the student's performance
- ☐ **New Information:** relevant new information has arisen that could not have been presented earlier and the information may affect the decision being appealed.
- ☐ **Course management:** A significant departure from the course outline provided at the outset of the semester has impacted the student's ability to meet the course outcomes.

### Required Supporting Document

Please gather and submit applicable supporting documents. Please check off the documents that you're submitting below:

- ☐ A copy of the program leader's informal appeal decision
- ☐ A copy of the relevant NAIT policy and procedure
- ☐ A copy of the course outline
- ☐ A copy of the grading rubrics
- ☐ Written communications between you and the instructor and the program leader on matters related to the appeal
- ☐ Others

### Detailed Explanation

On the next page, please provide a detailed explanation of the reason for your appeal. See below for some guidelines on what to include depending on the ground(s) for your appeal.

- **Procedural error:** Reference the relevant policy and procedure and explain how they were violated or misapplied.
- **Merit of Work:** Reference the grading rubrics and explain how the grade or academic decision does not accurately reflect your performance in the program or the course.
- **New Information:** Share the new information, explain why the information could not have been presented earlier and how the new information may affect the decision.
- **Course management:** Reference a copy of the course outline and any evidence that the instructor has deviated significantly from the outline. Explain how this has impacted your ability to meet the course learning outcomes.

**Next steps:**

- 1. Submit the completed package via the [Student Service Centre contact form](#). Select “Submitting a Form” from the dropdown menu and select ‘Academic Progression Appeal’ as the subcategory.
- 2. Monitor your myNAIT portal and pay the appeal fee of \$100 by the posted deadline. The appeal fee will be posted to your account within **two (2)** business days of receiving the completed appeal package. Please pay the fee within **two (2)** business days. The appeal will be cancelled if payment is not received by the posted deadline.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_  
MM/DD/YY

**OFFICE USE ONLY:**  
**Appeals Panel Decision:**

- ☐ Uphold Academic Decision
- ☐ Alternate Academic Decision: \_\_\_\_\_

**Appeals Panel Chair:** \_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Signature Date: \_\_\_\_\_  
MM/DD/YYYY

**Collection and Use of Personal Information:** The personal information on this form is being collected under the mandate of the Post-Secondary Learning Act (Alberta) and the Freedom of Information and Protection of Privacy Act (Alberta), and is needed to process your appeal. It will also be used to update your contact information for the Registrar’s database and the Alumni database. This information is protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.