OFFICE OF THE REGISTRAR

Office of the Registrar
11762 106 Street NW, Suite 1000
Edmonton, Alberta T5G 3H1
Phone: 780.471.6248 Toll Free: 877.333.6248
Fax: 780.471.8490

RECOGNITION OF PRIOR LEARNING APPEAL FORM

RECONGITION OF PRIOR LEARNING APPEAL PACKAGES MUST BE SUBMITTED TO THE OFFICE OF THE REGISTRAR WITHIN SEVEN (7) BUSINESS DAYS FROM THE DATE THE DECISION WAS ISSUED.

Students may use this form to appeal the program's transfer credit or Prior Learning and Assessment Recognition (PLAR) decision. Before submitting this form, please review **section 3.4** of the of the AD 2.5 Academic Progression Appeals Procedure (pdf) to understand the two stages of the **appeal** process:

- **Phase 1**: Submit a completed appeal form, along with any supporting documentation, **within 7 days** from the date the decision was issued.
- **Phase 2:** If dissatisfied with the Phase 1 decision, you may initiate a phase 2 appeal by submitting an Recognition of Prior Learning Appeal package to the Office of the Registrar within **three (3) business days** from the date of the subject matter expert's written response.

All appeal-related communications will be sent to the email address listed in your MyNAIT profile. Please ensure your contact information is up to date.

PART 1 — COMPLETED BY STUDENT

Student Full Name: (Last, First)	Student ID Number:	Program:
Phone Number:	**Email:**	

Recognition of Prior Learning Appeal Phase

Select the phase that applies to your request:

❑ **Phase 1 – Appeal to the Subject Matter Expert**: *This is your initial appeal package for the transfer credit or PLAR decision.*

❑ **Phase 2* – Appeal to School:** *If you're dissatisfied with the subject matter expert's decision from Phase 1, you may initiate phase 2 within the required timeline.*

***IMPORTANT:** Phase 2 requests may only be submitted after a completed Phase 1 which includes a written subject matter expert decision.*

Grounds for Appeal:

To submit an academic progression appeal, you must identify the reason for your appeal. Please select the ground(s) that apply:

❑ **Procedural error:** A NAIT policy and procedure has been violated or misapplied.

❑ **Merit of Work**: The academic decision does not accurately reflect your performance. *(not applicable for RPL)*

❑ **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 your ability to meet the course outcomes. *(not applicable for RPL)*

Required Supporting Document

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

❑ A copy of the relevant NAIT policy and procedure

❑ A copy of the course outline

❑ A copy of the subject matter expert's Phase 1 appeal decision *(only applicable for Phase 2 appeals)*

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❑ Written communications between you and the instructor and the program leader on matters related to the appeal
❑ Other, please specify:

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. *(not applicable for RPL)*
- **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. *(not applicable for RPL)*
- **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 – STUDENT:

- For **Phase 1**, submit the completed package via the Student Service Centre contact form **within 7 business days** the date the transfer credit or PLAR decision.
- For **Phase 2**, submit a complete appeal package via the Student Service Centre contact form **within 3 days** of the written decision.
    - If you proceed with Phase 2, a $100 academic progression appeal fee applies. The fee will be posted to your MyNAIT portal within two (2) business days of receiving your complete appeal package. Payment is due within **two (2) business days** of posting. Appeals will be cancelled if the fee is not paid by the deadline.

Student Signature:_____ Date_____
MM/DD/YYYY

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PART 2 — COMPLETED BY SUBJECT MATTER EXPERT (Phase 1) or ASSOCIATE DEAN (Phase 2)

For Phase 1, please provide a written response to the student after receiving the appeal request within **five (5) business days**, as outlined in section 3.5 of the AD 2.5 Academic Progression Appeals Procedure (pdf).

For Phase 2, the associate dean or designate will notify the student of the decision to accept or reject the appeal **within fifteen (15) business days** of receiving the appeal.

RECOGNITION OF PRIOR LEARNING APPEAL DECISION
Appeal Decision: ❑ Approved ❑ Denied
Decision Rationale *Within the space below, please provide detailed rationale of the appeal decision:*

OFFICE USE ONLY:

Associate Dean/Designate Decision:

❑ Uphold Academic Decision

❑ Alternate Academic Decision: _____

For Phase 1:

Subject Matter Expert Name: _____
Print Name

_____ Date: _____
Signature MM/DD/YYYY

For Phase 2 only:

Associate Dean or Designate: _____
Print Name

_____ Date: _____
Signature MM/DD/YYYY

Protection of Privacy: Your personal information is collected by NAIT pursuant to its authority under the Post-Secondary Learning Act (Alberta) and in accordance with Section 4(c) of the Protection of Privacy Act (Alberta) (POPA). NAIT will protect personal information in accordance with Section 10 of POPA. Pursuant to Sections 12 and 13 of POPA, personal information will be used and disclosed for the purposes of this form. Note that NAIT uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included for use in these automated systems. Please note that the collected personal information may be transmitted to or stored on servers outside of Canada, and that NAIT cannot guarantee protection against disclosures because of foreign laws. Should you require further information about collection, use, and disclosure of your personal information, please contact Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.