



Student Name: _____

Student Number: _____

E-mail: _____

Date Submitted: _____

SIAT APPEAL FORM

Course Substitution (Appeal to Waive Graduation Requirements)

This appeal is used when you have taken a course particularly relevant to the SIAT curriculum but is not currently listed in our degree requirements. Evidence is necessary to prove that this course should be considered in lieu of a graduation requirement. For example, course outlines, projects, and papers are commonly submitted as evidence to justify using one course to replace another. Other reasons are also considered – but documentation will help to convey your needs. Your rationale for why such a waiver should be applied to you should also be contained below, or attached if necessary.

Grade Appeal

Before submitting a grade appeal, please read SFU Teaching Policy # T 20.01 – Grading and the Reconsideration of Grades. This is available online at <http://www2.sfu.ca/policies/teaching/t20-01.html> . There are a number of steps you should take as starting points. More details are available in the policy above.

1. Talk to your instructor about the issue first. Many conflicts can be resolved when the affected parties negotiate.
2. If necessary, an appeal can be submitted to the Undergraduate Curriculum Committee via the SIAT Undergraduate Advisor (siat_advising@sfu.ca).
3. Please make sure to include any relevant documentation surrounding your appeal (course outlines, grading, assignments, communication with instructors).

Students considering a grade appeal can also consider contacting the Simon Fraser Student Society Ombudsperson. Information is available at <http://www.sfss.ca/ombudsoffice.html>

Other: _____

Appeals not covered in the other sections can also be submitted.

Details of Appeal: Clearly state what the grounds of the appeal are and the outcome you are seeking. Include any relevant documentation that supports your appeal.

STUDENT AUTHORIZATION:

Signature: _____

By signing and submitting this form I agree to have the SIAT Undergraduate Curriculum Committee review my case. I acknowledge that appeals submitted are not always approved. They are determined case by case. I will continue to participate, if applicable, in the course that I am appealing until notified of the results of this appeal. I acknowledge that every effort is made to expedite my appeal but am aware it may take up to 6 weeks to process my request. In the case of Course Substitution appeals, I have also made every effort to meet the graduation requirements as laid out in the SFU Calendar. I am not submitting an appeal simply because I find a class challenging.

OFFICE USE ONLY

DETAILS:

Student #: _____ CREDITS _____ UD: _____

CGPA: _____ UDGPA: _____ IATGPA: _____

APPEAL RECEIVED ON: _____

BY: SIAT ADVISING / OTHER _____

UCC MEETING DATE: _____

STUDENT INFORMED OF RESULTS ON: _____

BY: SIAT ADVISING / OTHER _____

OFFICE USE ONLY

DECISION & AUTHORIZATION

- APPEAL **DENIED**
- APPEAL **APPROVED**
- APPEAL **PARTIALLY APPROVED**

Decision: _____

Approval Signature: _____

- PROFESSOR RON WAKKARY, CHAIR, SIAT UCC
- DR. JOHN BOWES, DIRECTOR, SIAT
- DESIGNATE

SIAT APPEAL FORM

LAST UPDATED AUGUST 29, 2008
BY SIAT UNDERGRADUATE ADVISING

IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH MORE PAGES

For official graduation requirements, refer to the SFU calendar: www.students.sfu.ca/calendar

Each student is responsible for ensuring that his or her academic choices meet the requirements for graduation. All requirements are outlined in the SFU Calendar, which is available at the Registrar's Office or online (see www.students.sfu.ca/calendar). Please note that the SFU Calendar is considered the authority for official information, therefore students should refer to the calendar for information pertaining to Program Requirements, including course prerequisites. SIAT advisors and staff are available to give advice and guidance. However, the student has ultimate responsibility for completeness and correctness of course selection, for compliance with and completion of the program and degree requirements and for observance of regulations and deadlines.