

Last name		First name		Student Number			
Faculty		Program					
Street address		City		Province		Postal code	
Phone number		University student email address					
Decision being appealed				Date of decision			
Grounds for non-academic appeal							

Timeframe

Per s. 7 of the [Student Conduct Policy](#), an appeal to the Non-Academic Appeals Committee must be filed no later than 4:00 p.m. on the tenth working day after the date of the Student Conduct decision being appealed. If the deadline date coincides with a day on which the University is closed, the deadline for filing the Notice of Appeal is 4:00 p.m. of the next regular business day. All necessary documentation must be submitted in this timeframe.

Documentation

The following documentation must be appended to this form:

- a. The decision that is being appealed;
- b. The form of remedy/outcome requested;
- c. The specific grounds on which the appeal is made. Please note that grounds for appeal to the Non-Academic Appeals Committee can only be made on the basis of a procedural irregularity, or on the basis of new evidence that was not considered at the time of the decision through no fault of the appellant; and
- d. A summary of the evidence in support of these grounds.

Fill out the following if you have retained a lawyer or if someone else will be representing you at the appeal:

Please note that we will communicate directly with any designated representative.

Name of Advocate	
Advocate's relationship with the applicant	Advocate's phone number

Applicant's declaration

I have read and understood s. 7 of the *Student Conduct Policy*. I certify that the documents I have submitted are authentic and that the statements I have made are true. I acknowledge that the submission of false documents or statements is a violation of the university's academic regulations.

I understand that other than material presented by me or the respondent and any relevant records, no other materials will be considered by the Non-Academic Appeals Committee panel in this appeal without the consent of both parties.

I also understand that the findings of the Non-Academic Appeals Committee panel are final in this matter.

Student's Signature	Date
This form will not be processed unless it is signed and dated.	

Submit your completed Notice of Non-Academic Appeal form together with supporting documentation to the Office of the Registrar at connect@ontariotechu.ca.

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used for education, administrative and statistical purposes and to administer registration within the University. Questions regarding the collection of your personal information may be directed to the Registrar, 2000 Simcoe Street North, Oshawa, ON L1G 0C5, 905.721.3190, email: connect@ontariotechu.ca.

If you require this information in an alternative format due to disability, please email records@ontariotechu.ca.