



APPEAL / REQUEST TO REVIEW FORM

Today's Date: _____

Name: _____ Date on Letter/Agreement: _____

Student ID: _____ Hall & Room #: _____

Guelph Email: _____ Preferred Phone #: _____

Your Appeal / Request to Review should be based on at least one of the following:

1. A lack of procedural fairness which impacted the outcome of the decision.
 2. The outcome is unreasonable given the behaviour involved.
 3. New information has come to light that was unavailable at the time of the original decision.
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INSTRUCTIONS:

1. Attach a typed (double-spaced) explanation to this form that addresses your rationale for this request using the guidelines above.
2. Include a copy of either **a)** your Outcome Letter from the original decision maker **OR** **b)** the Restorative Agreement or Outcome Letter
3. Select your preference for appeal/review route



NOTE: The Community Standards Officer will inform you if a specific route is not available (ie. board not in session,)

- RESIDENCE INTEGRITY BOARD (Peer Based)
 ASSOCIATE DIRECTOR OF RESIDENCE LIFE **OR** ADMINISTRATOR
 ALTERNATIVE DISPUTE RESOLUTION (with CSO)

4. Complete any witness information below and submit to the Community Standards Officer (CSO) by the appropriate deadline. Upon receiving your request, the CSO will contact you within 48 hours to discuss the contents of your request and possible resolutions.
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Please use this space to list the contact information of your desired witness (*if applicable*)

Name: _____ Witness' Signature: _____

Email Address: _____ Phone #: _____

UofG student: YES NO

Should you have any questions or concerns about this process please refer to the Residence Community Living Standards or contact:

Community Standards Office at rezrules@uoguelph.ca

Information regarding the Appeal or Request to Review process can also be found online at www.reslife.uoguelph.ca

All Appeal/Request to Review Forms must be submitted within three (3) business days from the date of your decision outcome letter. Delays must be approved by the Community Standards Officer in advance.