APPEAL / REQUEST TO REVIEW FORM

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.

INSTRUCTIONS:

1. Attach a typed (double-spaced) explanation to this form that addresses your rational 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
   - 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.

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.