Petition to Graduate Student Appeals Committee (GSAC)

All students submitting a petition should review the [information on Graduate Student Academic Appeals](https://students.wlu.ca/academics/graduate-and-postdoctoral-studies/academic-appeals.html) and refer to the [Graduate Academic Calendar policy](https://students.wlu.ca/academics/calendars-and-policies/academic-calendars/index.html?ref=academics%2Facademic-calendar%2Findex.html) (refer to the General Regulations chapter). The committee’s decision will be sent to your Laurier email address.

# Part 1: Student Details

To be completed by the student.

Complete Part 1, print it, sign it and forward it to the instructor of the course for which you are requesting the extension.

First name:

Last name:

WLU ID:

WLU email:      @mylaurier.ca

Program (e.g. MSc Geography):

Part 2: Appeal Details

To be completed by the student.

1. Specify the [type of appeal](https://students.wlu.ca/academics/graduate-and-postdoctoral-studies/academic-appeals.html#appeals) you are presenting (e.g. Progress Issues – Extension to Complete Coursework).

1. Citing the regulatory source (e.g., the Graduate Academic Calendar), which specific regulation, process or requirement is being appealed?
2. Clearly and concisely describe your situation and indicate how your progression in the program has been impacted by the regulation, process or requirement. A timeline of events leading to this appeal may be useful. Where appropriate, include details such as course number, term, academic requirement, etc.

1. State the outcome that you are requesting from this appeal. Be specific.

# Part 3: Supporting Documentation

To be completed by the student.

Attach any relevant documents to support your appeal. Examples may include, but are not limited to, course syllabi; medical documentation; relevant correspondence; accommodation plans; grades, attendance and progress notes; and timelines to complete work. Your appeal may be sent back or delayed if there is insufficient documentation provided.

# Part 4: Student Confirmation

To be completed by the student.

By signing this submission, I confirm that I have read the [Graduate Academic Calendar](https://students.wlu.ca/academics/academic-calendar/index.html) policy on appeals and have attached all relevant documents. I acknowledge that it is my responsibility to submit my appeal, including the responses from the instructor/research advisor and graduate coordinator, to the Faculty of Graduate and Postdoctoral Studies.

Student’s signature:       Date:

# Part 5: Program Response

To be completed by the instructor/research advisor and graduate coordinator.

Return this package to the student after completing Part 5. The student is responsible for submitting the completed appeal and supporting documentation to the Faculty of Graduate and Postdoctoral Studies. GSAC may send petitions back to the department or program if more detail is needed to make a decision.

## Instructor/Research Advisor

In the space below (or as a signed attachment), confirm that you have read the student’s letter of appeal and attached any supporting documentation. Comments are required and must indicate whether or not you support the proposed resolution. Include suggested timelines and provide additional documentation, if applicable.

Instructor’s/research advisor’s name:

Instructor’s/research advisor’s comments (required):

Instructor’s/research advisor’s signature:       Date:

## Graduate Coordinator

In the space below (or as a signed attachment), confirm that you have read the student’s letter of appeal and attached any supporting documentation. Comments are required and must indicate whether or not the program supports the proposed resolution. Include any additional information you believe will help GSAC arrive at a decision.

Graduate coordinator’s name:

Graduate coordinator comments (required):

Graduate coordinator’s signature:       Date:

*Any individual program representative cannot approve this form at multiple levels; each form must have a one-up approval (e.g., research advisor cannot also approve as Graduate Program Coordinator).*

## Notice of Collection of Private Information

Wilfrid Laurier University collects personal information under the authority of the Wilfrid Laurier University Act. Personal information collected by any part of the University may be used or disclosed by other units in order to execute the various functions of the University and to administer the various relations between the University and its students, alumni, employees, clients, suppliers, partners, and others. If you have questions about the policy, visit the [Privacy and Access](https://www.wlu.ca/about/public-accountability/privacy/index.html) at Laurier page.