

Required to Withdraw Appeal Form

STUDENT INFORMATION

Name:	Student ID:
Phone Number:	NorQuest email address:
Program of Study:	

GROUND(S) FOR REQUIRED TO WITHDRAW APPEAL

Select the applicable reason(s) for your Required to Withdraw appeal. Please refer to the second page of this form for more information.

Medical Reasons, **documentation required.**

Unforeseen Circumstances (ex. Death of a loved one, religious or cultural obligation etc.), **documentation required. Provide a brief description:**

Procedurally Unfair (ex. Policy or procedure was misapplied).
Name of the policy or procedure:

New Information (ex. Information which has arisen since the withdrawal decision).
Provide a brief description:

Provide your plan to return to Good Standing if allowed to continue:		
Student Signature:	Date:	Date Received: (Office use ONLY)

Freedom of Information and Protection of Privacy (FOIP) Act Notification Statement: The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the purpose of your Required to Withdraw appeal. For information about the collection and use of this information, contact the Office of the Registrar at 10215 108 Street NW, Edmonton, AB, T5J 1L6, Tel. 780.644.6000.

Additional Information

If you are Required to Withdraw from NorQuest College due to your academic standing, you may appeal the withdrawal within five (5) business days of receiving the notification from the Office of the Registrar. Follow the steps below:

1. Complete the form below and include supporting documentation (e.g. communication, medical letter from a health professional, a letter from a religious leader, documentation of how a policy or procedure was misapplied, or where new information has arisen) based upon at least one of the following grounds:
 - a. Medical Reasons or Unforeseen Circumstances - where the learner experienced medical reasons or unforeseen extenuating circumstances such as a death of a loved one that impacted academic progress unexpectedly.
 - b. Procedurally Unfair: where a NorQuest College policy or procedure was misapplied or there was a lack of due diligence on behalf of NorQuest College in the Academic Warning (AW) stage, impacting the withdrawal decision of the learner.
 - c. New Information: where new information has arisen since the withdrawal decision that may have impacted the withdrawal decision.
2. Include a plan to address the barriers that impeded your academic success. You can connect with an [Academic Program Advisor](#) for additional support in developing the success plan as appropriate.
3. Submit a complete appeal package to the Office of the Registrar either in person at: Main Floor, Civic Employees Legacy Tower, Edmonton Campus
[See Hours of Operation](#)
Or by email: info@norquest.ca
4. Learners may seek support from the [Office of Student Judicial Affairs](#), Miyo-pimâtisiwin (the NorQuest Indigenous Student Centre), the NorQuest International Centre, or the Students' Association of NorQuest College (SANQC) on the preparation of the appeal.

The Office of the Registrar will schedule the appeal within 10 business days of the appeal submission. The appeal decision will be communicated in writing by the Academic Continuance Committee within five (5) business days of the hearing.

5. To prepare for your appeal hearing:
Review the [Academic Standing Policy](#) and [Procedure](#)
Review your appeal package to ensure all relevant documentation is included.
Prepare for your appeal meeting which may include inviting one support person to be present at the appeal hearing (they cannot speak on your behalf during the appeal). This may be a:
 - Cultural Advisor from Miyo-pimâtisiwin (NorQuest Indigenous Student Services)
 - SANQC representative
 - support person from NorQuest Student Services or the NorQuest International Centre
 - another third party chosen by you