



Red Deer College  
 100 College Blvd.  
 Box 5005  
 Red Deer, Alberta  
 CANADA T4N 5H5  
 Telephone: 403.342.3400  
 Fax: 403.357.3660  
 E-mail: registrars@rdc.ab.ca  
 Web-site: www.rdc.ab.ca

# STUDENT APPEALS

The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. This information will be used by the Registrar's office to create a record of this appeal, which will include this form and any attachments. This information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act. The information will be disclosed to the Manager, Judicial and Academic Affairs and the appropriate College appeal authority. The information will be retained in accordance with the College's Records Management Policy, and will be destroyed in a secure manner according to the College's retention schedule. Questions regarding this form may be directed to the Registrar's Office, Red Deer College, 100 College Blvd., Box 5005, Red Deer, AB T4N 5H5. Telephone 403.342.3300.

- The Informal Resolution process, as described in the [Student Appeals Guidebook](#) must be completed prior to submitting this form to the Registrar's Office.
- You must provide detailed reasons for your appeal in this form. If you need more space for any section, use additional sheets of paper and submit the pages along with your form. You may also attach a letter or statement outlining
- a letter stating what is being appealed and the desired outcome if there is insufficient space on this form.
- Appeals must be submitted within **10** business days following the receipt of the written outcome of the informal resolution.

## PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME
ADDRESS	TOWN/CITY	PROVINCE
POSTAL CODE	PHONE NUMBER	EMAIL ADDRESS
RDC ID NUMBER		

## APPEAL INFORMATION

What is the specific decision being appealed? (i.e. Decision about misconduct, decision about penalty)

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Please explain your reason for this appeal. (i.e. New evidence, procedural error)

### INFORMAL RESOLUTION

I have completed the Informal Resolution process outlined in the [Student Appeals Guidebook](#) in an attempt to resolve this matter with the decision-maker (e.g. individual, school, instructor, office) BEFORE starting the formal appeal process:  YES  NO

Name of the person contacted:

Please describe your attempts to resolve this disagreement.

### APPEAL

**I am not satisfied with the outcome of the Informal Resolution process.**

**For Appeals only:**

I received the original decision on \_\_\_\_\_ I am appealing within 10 business days following receipt of the written outcome of the informal resolution.  
 (YYYY-MM-DD)

Desired Outcome:

STUDENT SIGNATURE	DATE	DATE RECEIVED BY REGISTRAR
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