

## ACADEMIC POLICY APPEAL APPLICATION

The Academic Policy Appeals process operates according to the principle that students have the responsibility to read the NSCAD University calendar, Guides to Program, timetables, and other program related information and to become familiar with academic policy requirements. These include following course add / drop deadlines and procedures.

Appeals to policy may be considered by the Academic Policy Appeals Committee in cases where exceptional circumstances warrant. In each case, the onus is on the student to provide documentation to support the appeal.

**ALL RELEVANT SECTIONS OF THE FORM MUST BE COMPLETED IN ORDER FOR THE COMMITTEE TO REVIEW THE APPEAL.**  
In cases that relate to a medial circumstance please provide appropriate documentation from a qualified practitioner.

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<b>ID#</b>	<b>Student Name (Print)</b>	<b>Student Signature</b>	<b>Date</b>
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### APPLICATION FOR POLICY APPEAL:

Please outline the Policy you are appealing, the circumstances that have led to the request for an appeal and ensure to attach relevant documentation to support the request.

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<b>Faculty Name (Print)</b>	<b>Faculty Signature</b>	<b>Date</b>
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<b>Chair Name (Print)</b>	<b>Chair Signature</b>	<b>Date</b>
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## Policies Appeals Could include:

### Off-Campus / Student Exchange Policy

Eligibility Requirement(s):

GPA \_\_\_\_\_

Credit Total \_\_\_\_\_

LAS Requirement \_\_\_\_\_

Off-Campus Study in Final Semester: \_\_\_\_\_

OR

Delay return from semester abroad: \_\_\_\_\_

### Credit Overload Permission (18 credits) \_\_\_\_\_

Application for appeal to increase current course load to 18 credits from 15 credit maximum.

### Extension to the Incomplete Grade Deadline of 6 weeks following the last day of classes in a previous semester.

If students believe they will need more than 6 weeks following the last day of classes in a semester in which to complete outstanding course work they can apply for an extension as long as it is supported by the relevant Faculty and Chair of a Division. Supporting documentation should be included.

Reviewed by: Assistant Registrar / Registrar \_\_\_\_\_ Date: \_\_\_\_\_

Approve \_\_\_\_ Change made to Student Record \_\_\_\_ **OR** Refer to Committee \_\_\_\_