



THE SENATE BOARD FOR STUDENT APPEALS

CONTACT INFORMATION FORM

(for internal administrative use only)

This Form **must** be completed and attached to the appeal Forms (A, B, or C) submitted.

Forms **must** be submitted to the appropriate office (see the [Student Appeals website](#) for information on where to submit the forms. **DO NOT EMAIL THE FORMS.**

Name: _____ **ID Number:** _____

Program & Level/Year: _____

Address: _____
Number Street

_____ City Province Postal Code

Primary Phone #: _____ **Secondary Phone #:** _____

McMaster E-mail: _____

PLEASE NOTE: It is your responsibility to ensure that all contact information is current and accurate. If your address will change at the end of Term please update your information with the office you submitted this form to. Failure to do so will result in delays and possible dismissal of file.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The information gathered on this form is collected under the authority of *The McMaster University Act, 1976*. The information is used only for the purposes of administering the Student Appeal Procedures and for statistical purposes. Personal student information provided on this form will not be used for any unrelated purpose without the consent of the student. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.

Signature

Date

FORM B (Formal Inquiry)*

**Please refer to the Notice of Collection of Personal Information on the Student Appeal Procedures Contact Information Form.*

For additional information please visit the [Student Appeals](#) resource page. **DO NOT EMAIL FORMS.**

Name: _____

McMaster E-mail: _____

1) Is the Contact Information Form attached?

YES

NO (if the answer is no you may not submit this form)

2) Does your Formal Inquiry relate to an Academic Process (complete 2A below) or Non-Academic issue (complete 2B on page two)? (Please refer to “Section I. Types of Appeals” of the [Student Appeal Procedures](#) for a definition of these two types of appeals.)

A) Academic Process

Are you alleging error or injustice in the academic judgement on a piece of work (e.g. essay, laboratory report, examination), on a course grade, or on your academic standing or status in a program?

Program: _____

Course: _____

Instructor Name: _____

Course Grade: _____

A piece of work:
(Please describe) _____

Other:
(Please describe) _____

Academic standing /status in a program:

(Describe the type of
academic standing
decision)

B) Non-Academic

Name of the Person or Committee whose decision or action is being questioned:

3) Have you attempted to resolve your complaint or grievance informally, as required by Sections 14 (a) and (b) of the *Student Appeal Procedures*?

YES Please attach a copy of the response you received. If the response was oral, rather than written, please describe briefly. (use the space below)

NO Please explain briefly why you have not attempted to resolve your complaint or grievance informally. (use the space below)

4) What relief do you seek? (If this space is insufficient, additional pages may be added.)

5) Please describe your complaint or grievance in detail explaining why you think you have been unfairly treated. (If this space is insufficient, additional pages may be added.)