Challenge Form

If a student disagrees with a Student Rights and Responsibilities decision that does not impact their academic status and the concern did not require an escalated resolution, they can submit their reasons to challenge in writing to the Associate Vice President (VP) of Student Affairs. Challenges will be considered if they meet the appropriate grounds: Personal Bias/Unfair Treatment or New Information/ Extenuating Circumstances.

The AVP or designate will review the challenge for validity and will respond within five (5) business days directly to the student in writing with appropriate steps to rectify the situation. A meeting may be arranged to discuss possible outcomes. If the challenge is denied, a reason will be provided and the previous outcome still applies. The decision of the AVP is final.

*Required

1. **Email address** *

_____

2. **Name** *

_____

3. **Student Number** *

_____

4. **What are the most appropriate grounds for this challenge?** *
   Select one option.

   Personal Bias

   Unfair Treatment

   New Information

   Extenuating Circumstances

5. **Describe in detail the reasons for this challenge. Why do you disagree with the decision that was made or the process that was taken?** *

6. **What do you think is a reasonable resolution for this matter?**

7. **Attach all relevant supporting documentation.**
   Students must submit appropriate documents to support their request at the time they submit their challenge. Submit documentation that explains your concern with procedural fairness. These documents are not the same as what was submitted previously in a Student Rights and Responsibilities or Security report.

   Files attached to email:

Please email your form and any supporting documentation to the Associate Vice President of Student Affairs office at StudentAffairsCommunications@conestogac.on.ca. Type in the email subject line "SRR Challenge Form for [insert name]". Remember to save a copy for your reference.