

**Academic Accommodations for Students with Disabilities – Second Stage Appeal Form**

**Grounds for Second Stage Appeal**

A student may appeal the first stage appeal outcome on one or more of the following grounds:

* there was a serious procedural or factual error in the first stage appeal; and/or
* new evidence or information, not reasonably available at the time of the first stage appeal has emerged.

**Process**

To receive consideration, all requests for a second stage appeal must be submitted within five (5) business days after receiving the first stage appeal outcome and include:

* a description of the first stage outcome being appealed; and
* details about the grounds for second stage appeal; and
* the outcome(s) you seek; and
* any relevant supporting documentation.

Documents may be submitted in one of the following ways:

* Email: hilcheye@camosun.bc.ca
* Mail: c/o Director Student Affairs, 3100 Foul Bay Road, Victoria, BC V8P 5J2
* In Person: c/o Direct Student Affairs, Room 120 Isabel Dawson, Lansdowne Campus

**Part A: Demographic Information**

|  |  |
| --- | --- |
| **Name:** | **Student Number:** |
| **Program:** | **Email:** |
| **Phone:** | **Address:** |
| **Signature:** | **Date:** |

**Part B: FIRST STAGE Appeal - Academic Accommodations Requested**

*Please describe the academic accommodation(s) you are seeking.*

|  |
| --- |
| **Additional Information** |

**Part C: FIRST STAGE APPEAL Outcome**

*Please attach a copy of the first stage appeal outcome letter that describes the reason(s) for the decision.*

**Part D: Stage Two Appeal**

*Please identify the grounds for an appeal and provide information to support a second stage appeal.*

🗌 *There was a serious procedural or factual error in the first stage appeal.*

🗌 *New evidence or information, not reasonably available at the time of the first stage appeal has emerged.*

|  |
| --- |
| **Additional Information** |

**Part E: ADDITIONAL INFORMATION**

*Feel free to describe or attach additional information which describes your reason(s) for appealing the first stage appeal outcome.*

|  |
| --- |
| **Additional Information** |