



Notice of Challenge Form 70B-SJU

It is the student's responsibility to ensure that this form is completed fully and all necessary documents are included.

Failure to submit complete material may result in rejection of your request.

This form is used to begin the formal grievance procedure under the St. Jerome's University Student Petitions and Grievances policy. Resources to advise students include the St. Jerome's University Student Success Office and the following University of Waterloo offices: Registrar's Office, Graduate Studies Office, Conflict Management and Human Rights Office, Student Resource Office, Secretariat, and Faculty Undergraduate and Graduate offices.

The completed form with supporting documentation is to be submitted to the Associate Dean at St. Jerome's University **within 10 working days** of receiving the response to the request or, if there was no timely response, within 10 working days of when the response was due. If the grievance relates to a decision of the Associate Dean, this form is to be submitted to the Vice President Academic and Dean at St. Jerome's University.

Student Information:

Last Name:

First Name:

ID Number:

Faculty:

Program:

Local Contact Information:

Street Address:

City:

Postal Code:

Email Address:

Telephone Number:

Note: It is the student's responsibility to immediately report any change to this contact information.

Written responses to the following items must be provided below or typed on additional sheets.

Name and title of the individual/committee consulted during the Request stage:

Details of the Grievance

Explain how you think you have been treated unfairly and/or unreasonably.

Relief Requested

Set out the result you are seeking.

I confirm that:

1. I have read and I understand the St. Jerome's University Student Petitions and Grievances policy.
2. I certify that any documents I have submitted are authentic and that the statements I have made are true.
3. I may be contacted at the address, telephone number and email address given above.
4. I will immediately report any change to my contact information.
5. I will check my email frequently and respond promptly.

Student's Signature: _____

Date: