

Saint Mary's University

Formal Accommodation Appeal Form

Governed by Policy 8-1026



A student may formally appeal the decision to deny an accommodation request if they are unsatisfied with the decision of the Manager of the Fred Smithers Centre for Student Accessibility. To do so, the student must first follow the Informal Appeal process outlined in the Academic Accommodations for Students with Disabilities Policy (www.smu.ca/webfiles/81026_AcademicAccommodationsPolicyforStudentswithDisabilities_Final.pdf) If still dissatisfied, the student must complete this form and submit it to the Vice President, Academics and Research (VPAR) within 10 business days of the date the Centre communicated the result of the informal decision to the student.

I. Student Information

Name: _____ A#: _____

Email: _____ Phone: _____

Course & Section: _____ Faculty/Dept: _____

Faculty Members Name: _____ Semester Enrolled in Course: _____

II. Mandatory Preliminary Steps

- ☐ **Informal Resolution Attempted:** I confirm that I have been in contact with and/or met with the Manager (or designate) of the Fred Smithers Centre to attempt to resolve this matter informally.

Date Informal Decision Received: _____

II. Grounds for Formal Appeal

Please check the primary reason(s) for your appeal as per University policy:

- ☐ **Procedural Error:** Policy 8-1026 was not followed correctly.
- ☐ **Inadequate Mitigation:** The proposed alternative does not eliminate the academic barrier.
- ☐ **Unreasonable Hardship Claim:** I am contesting a denial based on "Undue Hardship."
Please refer to Policy 8-1026 for the definition of "Undue Hardship."
- ☐ **Other:** Please provide more information below.

IV. Statement for Appeal and Rationale

Accommodation(s) Originally Requested:

Rationale: Please describe why the current decision is unsatisfactory. Focus on the barrier faced and why the requested accommodation is necessary for equitable access. (Attach additional pages if required).

By submitting this appeal, I provide permission for the VPAR to review my FSC file.

Signature: _____ Date: _____

V. Administrative Use Only

SECTION A: MANAGER'S CONTEXT (To be completed by FSC Manager)

Summarize the rationale for the initial denial or the proposed alternative accommodation.

Manager Signature: _____ Date: _____

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Milestone	Date Received	Action / Initials
Received by VPAR office		
FSC File Requested		
Final Decision		<input type="checkbox"/> Upheld <input type="checkbox"/> Overturned <input type="checkbox"/> Modified

VPAR Decision Notes:

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Notification Sent to Student/FSC: _____ (Date)