



Review of Standing in a Field Experience Candidate/Intern Submission Package

Candidate/Intern Name: _____ Program: _____

Student Number: _____

Phone number: _____ Email: _____

Review of Grade Decision for EDUC _____

Required elements for the submission package:

Please include the following information in your package	Included:
A statement of the decision from which your review has arisen	
A statement of relief which you are seeking	
A brief chronological statement of the circumstances relating to the decision being reviewed	
Copies of any related documents that you feel will support your perspective. <i>Please list them below:</i>	

As outlined in the procedure, this package must be submitted to the Director of Undergraduate Programs within 10 days of receiving the procedure documents; therefore, your submission package is due by: _____

A Review Meeting date/time will be set within a month of receiving your submission package.

At the Review Meeting you have the right to have one support person (family member, friend, personal mentor etc.) present during the hearing. The support person is an observer only. They will not be participating in the review or deliberations in any way.

Will a support person be accompanying you to the Review Meeting?

Yes No

If yes, please provide the following information:

Name of Support Person: _____

Relationship to you: _____

Please review the procedures for this process carefully. You will be notified once a meeting date/time is determined.

If you have questions or require more information, please don't hesitate to contact me.

Dr. Wendy Klassen, Director of Undergraduate Programs

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