

# General Appeal

An appeal should be based on evidence that the decision was incorrect, unfair, or did not take into account all relevant information.

Please note: A student can request a representative from SABVC to accompany them to the meeting. To learn more, visit the [SABVC Internal Advocacy Assistance](#) document.

Step 1: Speak to the instructor or program chair to determine if the issue can be resolved without an appeal process

Not able to resolve the issue?  
Follow the next steps to begin the appeal process

Step 2: Fill out and submit the [learner appeal form](#)

Step 3: Provide evidence or reasons why you believe the decision you are appealing was wrong

Step 4: Submit the appeal and the Office of the Registrar will contact you