

**NOTICE OF RESPONSE TO MOTION
ACADEMIC APPEALS COMMITTEE OF THE GOVERNING COUNCIL**

Responding Party

Student

☐

Division

☐

Name

E-Mail

Have You Retained Legal Counsel or Other Representative? Yes

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No

☐

Name of Counsel/Representative

Telephone Number of Counsel/ Representative

Email Address of Counsel/ Representative

Name of Law Firm (if applicable)

Proposed Method of Motion Hearing:

In writing

☐

Virtual (via videoconference)

☐

The Motion is:

Consented to

☐

Not Objected to

☐

Opposed

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Documentation

If you oppose the motion, you **MUST** attach the following documentation to your Notice of Response to the Motion. The Motion package is not considered complete until the required documentation is submitted. Please check off each item to ensure that your Notice of Response to the Motion is complete:

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A statement that sets out your reasons relating to why the motion should not be granted. Please note that the submissions (i.e., your arguments, not evidence) must not exceed 40 pages and must be double-spaced, unless the Senior Chair or a chair assigned to this appeal permits otherwise.

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If applicable, a copy of supporting documents relating to the motion (if these materials were not previously submitted).

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A copy of your signed and completed Notice of Response to the Motion, your submissions, and all supporting documentation in **ONE electronic file in PDF format including bookmarks with corresponding titles, a table of contents, and page numbers. When adding page numbers, please use the "bates" numbering tool in Adobe Acrobat.**

Please send the completed and signed form and all supporting documentation c/o the Secretary of the AAC, and to the person in ADFG who sent the response letter due date, as well as all

others copied on that email.

SIGNATURE OF RESPONDENT TO THE MOTION: _____

DATE SUBMITTED: _____