



DATE STAMP

ACADEMIC APPEAL
G. RAYMOND CHANG SCHOOL OF CONTINUING EDUCATION (C.E.)
GRADE APPEAL

PLEASE PRINT CLEARLY. INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED. YOU MUST PRESENT TWO COPIES OF YOUR COMPLETE APPEAL, IN PERSON (UNLESS ALTERNATE ARRANGEMENTS HAVE BEEN MADE) DURING POSTED OFFICE HOURS, TO THE G. RAYMOND CHANG SCHOOL. THE SECOND COPY WILL BE DATE-STAMPED AND RETURNED TO YOU FOR YOUR RECORDS.

STANDING APPEALS MUST BE FILED DIRECTLY WITH THE PROGRAM DEPARTMENT.

DATE OF SUBMISSION (Must be within stipulated deadline to submit appeal):	
TERM OF GRADE BEING APPEALED:	TERM: Check one - <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER
YEAR:	
FINAL DATE TO APPEAL FOR THIS TERM: Consult the calendar or website for this date	

STUDENT INFORMATION:

STUDENT ID NUMBER:		
SURNAME:		GIVEN NAME:
DEGREE PROGRAM: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, WHAT PROGRAM?	PROGRAM LEVEL:
COURSE NUMBER:		INSTRUCTOR:

CONTACT INFORMATION: All communication regarding your appeal will be sent to your Ryerson Email address. It is your responsibility to check your Ryerson email. It is vital that you provide accurate mailing information, as this is where appeals documentation will be sent.

ADDRESS (include apartment number, and buzzer number, if applicable): STREET	
CITY:	POSTAL CODE:
TELEPHONE NUMBER:	CELL PHONE NUMBER:
RYERSON EMAIL ADDRESS (As per policy, contact by Ryerson email constitutes official notification.):	

GROUND OFS OF APPEAL:

MEDICAL	
COMPASSIONATE	
COURSE MANAGEMENT	
PREJUDICE - You must be claiming that an instructor treated you differently based on one of the following prohibited grounds, as outlined in the Human Rights Code. You must consult with the Discrimination and Harassment Prevention Services Office about this appeal. No action will be taken until a decision is received from that office.	
<ul style="list-style-type: none"> • Race • Age • Colour • Disability • Creed (Religion) • Sexual Orientation • Place of Origin • Family Status • Citizenship • Sex • Ancestry • Marital Status • Ethnic Origin • Same-Sex Partnership Status 	
PROCEDURAL ERROR – Describe fully in your attached letter.	

Please note: If there is a pending charge of academic misconduct related to this course, any decision made on this grade appeal may be subject to change based on the outcome of that charge.

- All claims you make should be completely documented, and copies of all relevant documents must be attached to this form. These include such items as medical certificates, official certificates or documents, course management policies, pertinent class grades for the course in question to show satisfactory course progress, etc. Incomplete Appeals will not be accepted.
- All documents you reference must be included. Failure to provide pertinent documentation will jeopardize your appeal.
- If you submit documents containing the personal information of someone other than yourself, you must include a signed letter from that person, authorization you to do so.
- **You must keep a copy of the email decision you received.**

LIST ALL DOCUMENTS INCLUDED WITH THIS APPEAL

_____	_____
_____	_____
_____	_____
_____	_____

ALL OF THE FOLLOWING INFORMATION MUST BE PROVIDED IN A TYPED STATEMENT CLEARLY INDICATING SECTION A, B AND C:

Section A. Being as specific as possible, what are the grounds for this appeal? (Why should this appeal be considered?)

Section B. What actions did you take to deal with unforeseen situations which arose during the semester which had a serious impact on your grade in this course? Be specific as to the dates when you did such things as contact the instructor, submit a medical certificate, receive or request some form of consideration, etc.

Section C. What are the actions you wish taken at this level (i.e. assuming an INC for the course, etc.)

- I have read and understood the Academic Consideration and Appeals Policy of Ryerson University.
- I certify that the documents I have submitted are authentic and that the statements I have made are true, and I acknowledge that the submission of false documents or statements is a violation of the Ryerson University Student Code of Academic Conduct.
- I understand that if I have not received a decision within five (5) working days, it is my responsibility to check with the Chang School on the status of that decision.
- I understand that I will receive the decision on this appeal via my Ryerson email address.

Signature of Appellant

Date

NOTE:

THIS FORM MUST BE FILED, IN PERSON (UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE) DURING POSTED OFFICE HOURS, WITH:

G. Raymond Chang School (CE) Program
297 Victoria Street, Toronto, ON
Phone: 416-979-5035

PROTECTION OF PRIVACY

The information on this form is collected under the authority of the Ryerson University Act and is needed to process your application for an Academic Appeal. The information will be used in connection with this appeal. If you have questions about the collection, use and disclosure of this information by the University, please contact the Secretary of Senate, 350 Victoria Street, Suite JOR-1227, Toronto, ON, M5B 2K3; Tel.: 416-979-5011.

(June, 2011)