



YSGS DATE STAMP

GRADUATE PROGRAM ACADEMIC APPEAL
YEATES SCHOOL OF GRADUATE STUDIES

PLEASE PRINT CLEARLY. INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED. YOU MUST PRESENT TWO COPIES OF YOUR COMPLETE APPEAL, IN PERSON, BETWEEN 9:00 A.M. AND 4:30 P.M., TO THE DIRECTOR OF ACADEMIC ADMINISTRATION. THE SECOND COPY WILL BE DATE-STAMPED AND RETURNED TO YOU FOR YOUR RECORDS.

Form with fields: DATE OF SUBMISSION, FINAL DATE TO APPEAL FOR THIS TERM: (Consult the Ryerson calendar for this date), TERM OF GRADE OR STANDING BEING APPEALED: TERM: Check one (FALL, WINTER, SPRING, SUMMER), YEAR:

STUDENT INFORMATION:

Form with fields: STUDENT ID NUMBER, SURNAME, GIVEN NAME, PROGRAM, DEGREE

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.

Form with fields: ADDRESS (include apartment and buzzer number, if applicable): STREET, CITY, POSTAL CODE, TELEPHONE NUMBER, CELL NUMBER, RYERSON EMAIL ADDRESS

TYPE OF APPEAL

Form with columns: GRADE (COURSE NUMBER) and ACADEMIC STANDING (STANDING BEING APPEALED)

GROUND FOR APPEAL

Form with categories: MEDICAL, COMPASSIONATE, COURSE MANAGEMENT, PREJUDICE (Race, Age, Colour, Disability, Creed, 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.

NOTES: All claims you make should be completely documented, and copies of all documents must be attached to this form. These include such items as medical certificates, official certificates or documents, course outlines, pertinent class grades to show satisfactory course progress, etc. Failure to provide pertinent documentation may jeopardize your appeal.

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.

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

| | |
|-------|-------|
| _____ | _____ |
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| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

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

Section B. What are the actions you wish taken at this level

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

- 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 Program Director on the status of that decision. I may consult with the Dean of YSGS.
- I understand that I will receive the decision on this appeal via my Ryerson email address.

Signature: _____

Date: _____

**THIS FORM MUST BE FILED IN PERSON,
BETWEEN 9:00 A. M. AND 4:30 P.M.
(UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE),
BY THE FINAL DATE FOR APPEAL FOR THE TERM.**

Cathy Faye, Director of Academic Administration
Yeates School of Graduate Studies
YDI-1112, One Dundas Street West
Toronto ON
Phone: 416-979-5000 x7742 FAX: 416-979-5153

Email: cfaye@ryerson.ca

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 Cathy Faye, Yeates School of Graduate Studies, YDI-1112, One Dundas Street West. Tel.: 416-979-5000 x7742.