



YSGS DATE STAMP

GRADUATE ACADEMIC APPEAL
YEATES SCHOOL OF GRADUATE STUDIES APPEALS COMMITTEE

PLEASE PRINT CLEARLY. INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED. YOU MUST PRESENT TWO COPIES OF YOUR COMPLETE APPEAL. THE SECOND COPY WILL BE DATE-STAMPED AND RETURNED TO YOU FOR YOUR RECORDS.

Note: Copies of all documents submitted at the previous levels and dated e-mail responses must be attached to this form.

DATE OF SUBMISSION: (Must be within 10 working days of receipt of program response)
TERM OF GRADE OR STANDING BEING APPEALED: TERM: Check one - [] FALL [] WINTER [] SPRING [] SUMMER
YEAR:

PROGRAM APPEAL ON THIS MATTER:

Table with 3 columns: DATE SUBMITTED, GRADE, STANDING. Rows include DATE OF RESPONSE and NAME OF RESPONDENT.

STUDENT INFORMATION:

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.

ADDRESS (include apartment and buzzer number, if applicable):
STREET:
CITY: POSTAL CODE:
TELEPHONE NUMBER: CELL NUMBER:
RYERSON EMAIL ADDRESS:
As per policy, contact by Ryerson email constitutes official notification. This is how you will be contacted regarding this appeal.

TYPE OF APPEAL:

Table with two main sections: GRADE (COURSE NUMBER, INSTRUCTOR, DEPARTMENT) and ACADEMIC STANDING (STANDING BEING APPEALED, PROGRAM DEPARTMENT).

GROUNDS FOR APPEAL:

[Except for Procedural Error, grounds must be the same at all levels of appeal]

MEDICAL	
COMPASSIONATE	
COURSE MANAGEMENT	
<p>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 should consult with the Discrimination and Harassment Prevention Services Office before filing this appeal.</p> <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.	

NOTE: 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.

ATTACHMENTS: ALL FORMS, DOCUMENTS AND DECISION LETTERS FROM PROGRAM APPEAL MUST BE ATTACHED. CHECK OFF THAT THEY ARE ATTACHED.

Documents:	<input checked="" type="checkbox"/>	List the documents you filed with Program appeal:
Complete Program Appeal	<input type="checkbox"/>	
Program Response	<input type="checkbox"/>	

LIST ANY NEW DOCUMENTS INCLUDED WITH THIS APPEAL. EXPLAIN WHY THEY WERE NOT ORIGINALLY INCLUDED.

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

Noting that your letters to the Program are part of this appeal submission, you must address the following in your letter to the Yeates School of Graduate Studies.

Section A. What information that you provided to the Program was not given adequate consideration? On what basis do you dispute the decision of the Program?

Section B. Based on the Program decision, what are the actions you wish taken at this level?

If you intend to be represented by an advocate, or if you have any witnesses, complete the following:

NAME OF ADVOCATE	
ADDRESS (STREET):	
CITY:	POSTAL CODE:
TELEPHONE NUMBER:	EMAIL ADDRESS:
WITNESS(ES) (if any):	To what will the witness be testifying? Give a brief summary below of the witness' statement.

You will receive the decision of the Appeals Hearing panel on your Ryerson Email address as given on the first page of this form.

I have read and understood the Graduate 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 this information will be treated by the YSGS Appeals Committee Hearing Panel, in a confidential manner, except to the extent such information is false, fraudulent, otherwise in the public domain, provided to other Ryerson faculty or staff outside of the appeals process, required to be disclosed by a court of competent jurisdiction, required as determined by Ryerson acting reasonably to be used in any claim of academic misconduct against the student, or required to be disclosed as determined by Ryerson acting reasonably to defend Ryerson in any claim or potential claim involving the student or the suspicion of fraud.

I understand that, other than material presented by me or the respondent, and any relevant academic records, no other materials will be considered by the Hearing Panel in this appeal without the consent of both parties.

I understand that I may register for courses while under appeal, but that if my appeal is not granted and I am Required to Withdraw, my registration will be cancelled.

Signature of Appellant

Date

**THIS FORM MUST BE FILED IN PERSON,
BETWEEN 9:00 A. M. AND 4:30 P.M.
(UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE),
WITHIN TEN (10) WORKING DAYS OF RECEIVING THE
FACULTY LEVEL RESPONSE, WITH:**

Cathy Faye, Director of Academic Administration
Yeates School of Graduate Studies
YD1112 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, YD1112 One Dundas St West Tel.: 416-979-5000 x7742.

(June, 2011)