

**STUDENT CODE OF NON-ACADEMIC CONDUCT APPEAL
VICE-PROVOST, STUDENTS**

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

I have been charged with Non-Academic Misconduct and I am appealing:
 the charge **the remedy/penalty**

DATE OF SUBMISSION: <i>[This Appeal must be submitted within 10 working days of receipt of the notification of charge/penalty]</i>	APPEAL RECEIVED BY:
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STUDENT INFORMATION

STUDENT ID NUMBER:	
SURNAME:	GIVEN NAME:
PROGRAM:	YEAR IN PROGRAM (e.g. 1 st year, 2 nd year, etc.):

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 numbers, if any): STREET:	
CITY:	POSTAL CODE:
TELEPHONE NUMBER (HOME):	CELLPHONE NUMBER:
RYERSON EMAIL ADDRESS: (As per policy, contact by Ryerson email constitutes official notification.)	

INFORMATION PERTAINING TO THE CHARGE

DATE OF COMPLAINT:	CHARGE:
DATE OF MEETING WITH THE STUDENT CONDUCT OFFICER:	NAME AND POSITION OF THE PERSON MAKING THE COMPLAINT:

REQUIRED ATTACHMENTS:

You must attach to this form, copies of all documents pertaining to your case; and retain a copy of this form and all documents submitted.

(BOTH OF THE FOLLOWING ITEMS ARE REQUIRED. CHECK OFF THAT THEY ARE ATTACHED.)

Documents	<input checked="" type="checkbox"/>
Non-Academic Code of Conduct:	
<ul style="list-style-type: none"> • Decision letter from the Student Conduct Officer 	
<ul style="list-style-type: none"> • Letter Disputing the charge and/or the Remedy/Penalty 	

Guidelines for letters disputing the Remedy/Penalty or the charge

If you are submitting an appeal relating to the charge:

- Describe the perspective you provided during the meeting with the Student Conduct Officer.
- Describe why you feel your conduct did not breach the Student Code of Non-academic Conduct.
- Provide any additional material or documents you feel are relevant to your appeal.

If you are submitting an appeal relating to the remedy/penalty:

- Describe why you feel the remedy/penalty is not appropriate in the circumstances.
- Describe any attempts you have made to resolve the concerns with the complainant.
- Describe what you believe would be the appropriate remedy/penalty in the circumstances.
- Provide any additional material or documents you feel are relevant to your appeal.

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

NAME OF STUDENT ADVOCATE (cannot be a lawyer or a paralegal)	
ADDRESS (Include apartment/suite number):	
CITY:	POSTAL CODE:
TELEPHONE NUMBER:	EMAIL ADDRESS:
WITNESSES (IF ANY)	

I have read and understood the Student Code of Non-Academic Conduct 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 statements of documents is a violation of the *Ryerson University Student Code of Academic Conduct*.

I understand that this information will be treated by the Vice Provost, Students 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 non-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 academic records, where relevant, no other materials will be considered by the Vice-Provost, Students in this appeal without my consent.

Signature of Appellant

Date

THIS FORM MUST BE FILED IN PERSON, WITH THE OFFICE OF THE VICE PROVOST STUDENTS, 350 Victoria Street, Jorgenson Hall, Suite JOR-1209, BETWEEN 9:00 AND 4:30 P.M. (UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE).

CALL THE OFFICE OF THE VICE PROVOST AT: 416-979-5000 Ext. 2736, FOR FURTHER INFORMATION

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 Non-academic Misconduct 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.