



**GRADUATE ACADEMIC APPEAL  
YEATES SCHOOL OF GRADUATE STUDIES LEVEL**

*YSGS DATE STAMP*

**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. (MON-FRI), TO THE MAIN OFFICE OF YSGS, AT 1 DUNDAST ST WEST, 11<sup>TH</sup> FLOOR. THE SECOND COPY WILL BE DATE-STAMPED AND RETURNED FOR YOUR RECORDS.**

**Note:** Copies of all documents submitted at the previous levels and dated e-mail responses must be attached to this form. Please ensure that all documents are consistently printed either one or two-sided **DO NOT STAPLE DOCUMENTS**

DATE OF SUBMISSION: <i>(Must be within 10 working days of receipt of program response)</i>	DATE OF DECISION AT PROGRAM LEVEL:
TERM OF GRADE OR STANDING BEING APPEALED: <b>Check one</b> – <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER	YEAR (i.e. 2015, etc.):

**PROGRAM APPEAL ON THIS MATTER:**

	GRADE	STANDING
DATE SUBMITTED		
DATE OF RESPONSE		
NAME OF RESPONDENT		

**STUDENT INFORMATION:**

LAST NAME, FIRST NAME:	STUDENT ID NUMBER:
PROGRAM: (E.G. CHEMICAL ENGINEERING)	DEGREE: (E.G. PhD)

**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.

<b>ADDRESS:</b> STREET:	
CITY:	POSTAL CODE:
TELEPHONE NUMBER:	RYERSON EMAIL ADDRESS

**TYPE OF APPEAL:**

GRADE	ACADEMIC STANDING
COURSE NUMBER	STANDING BEING APPEALED
INSTRUCTOR	PROGRAM DEPARTMENT
DEPARTMENT	

**GROUNDS FOR APPEAL:** *[Except for Procedural Error, grounds must be the same at all levels of appeal]*

MEDICAL	
COMPASSIONATE	
COURSE MANAGEMENT	
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.

Please note that if you submitted a misconduct appeal regarding this grade, the misconduct appeal must be heard first.

**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.**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**OTHER GROUND FOR APPEAL:**

<b>PREJUDICE<sup>1</sup></b> (check if applicable) - 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 (see note below).	
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<sup>1</sup> You must supply evidence to support your claim of prejudice and you must explain your claim in your Appeal letter. You must also 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.

- |   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> Race               | <input type="checkbox"/> Age             | <input type="checkbox"/> Colour        | <input type="checkbox"/> Disability                  | <input type="checkbox"/> Creed (Religion)  |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Place of Origin | <input type="checkbox"/> Family Status | <input type="checkbox"/> Citizenship                 | <input type="checkbox"/> Sex               |
| <input type="checkbox"/> Ancestry           | <input type="checkbox"/> Marital Status  | <input type="checkbox"/> Ethnic Origin | <input type="checkbox"/> Same-Sex Partnership Status | <input type="checkbox"/> Gender Identity   |
|   |  |  |  | <input type="checkbox"/> Gender Expression |

**ALL OF THE FOLLOWING INFORMATION MUST BE PROVIDED IN A TYPED STATEMENT.  
CLEARLY INDICATE 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 AND APT. #):	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 Appeal Hearing panel's decision 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

**PROTECTION OF PRIVACY**

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act (FIPPA), the information on this form is collected under the authority of the Ryerson University Act, 1977 and is needed to process your request for an academic appeal. All personal information that is collected will be used, stored, and destroyed in accordance with Ryerson's Information Protection and Access Policy (see <http://www.ryerson.ca/about/vpadministration/assets/pdf/InformationProtectionandAccessPolicy.pdf>). If you have questions about the collection, use and disclosure of this information by the University, please contact: Yeates School of Graduate Studies, One Dundas Street West, 11<sup>th</sup> Floor Tel.: 416-979-5365.