

Undergraduate Department/School Standing Appeal

DEPT/SCHOOL DATE STAMP

[The completed form must be submitted
to the Department/School of the Program being appealed]

- You must present two copies of your complete appeal, in person, to the Department/School during posted office hours. The second copy will be date stamped and returned to you for your records.
- Incomplete submissions will not be processed.
- If there is a pending charge of academic misconduct related to your standing, the misconduct appeal will be heard first.
- 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 health certificates, supporting documentation, pertinent grades for the course in question to show satisfactory course progress, etc.
- All documents you reference must be included. Failure to do so may 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 receive.
- It is vital that you provide accurate contact information, as this is where decisions on your appeal will be sent and inquiries made. You must use your Ryerson email address.
- Once graduation eligibility has been confirmed by the University, the transcript for that degree or certificate is sealed and will not be altered except under extraordinary circumstances.

Part 1. Student Information

Part 2. Appeal Information

Term of standing being appealed (check one):

Fall	Winter	Spring	Summer	
				Year of standing being appealed

Have you submitted a grade appeal this term? Yes No

Course(s) being appealed _____

Department/School(s) receiving grade appeal _____

GRADUATION (check if you have, or will be applying to graduate at the upcoming Spring or Fall convocation). If yes, please indicate your expected date of graduation _____

MISCONDUCT (check if you have an ongoing case with the Academic Integrity Office)

Grounds of Appeal (Except for Procedural Error, grounds must be the same at all levels of appeal)

- | | |
|---------------|--|
| Health | Course Management |
| Compassionate | Procedural Error - Describe fully in your attached letter. |

PREJUDICE (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.

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 Human Rights Services Office about this appeal. No action will be taken until a decision is received from that office.

- Race
- Sexual Orientation
- Ancestry
- Age
- Place of Origin
- Marital Status
- Colour
- Family Status
- Ethnic Origin
- Disability
- Citizenship
- Same-Sex Partnership Status
- Sex
- Gender Identity
- Gender Expression
- Creed (Religion)

LIST ALL DOCUMENTS INCLUDED WITH THIS APPEAL

All of the following information must be provided in a typed statement clearly indicating sections A, B and C.

- Section A.** Being as specific as possible, what are the grounds for this appeal and why should this appeal be considered?
- Section B.** What actions did you take to deal with unforeseen situations that arose during the semester which had a serious impact on your academic standing? Provide specific dates and details of when you took such actions. (e.g. contact the instructor, submit a health certificate, receive or request some form of consideration etc.)
- Section C.** What remedies are you seeking through this appeal? (e.g. receiving an INC grade, being placed on academic probation, etc.)

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- I have read and understood Ryerson University's [Academic Consideration and Appeals Policy](#).
 - 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 [Academic Integrity Policy](#) (Policy 60).
 - I understand that if I have not received a decision within five (5) working days, it is my responsibility to check with the Department/School Chair/Director on the status of that decision. I may consult with the Dean.
 - I understand that I will receive the decision on this appeal via my Ryerson email address.

Signature

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 <https://www.ryerson.ca/policies/policy-list/information-protection-access-policy/>). If you have questions about the collection, use and disclosure of this information by Ryerson please contact Donna Bell, Secretary of Senate (dbell@ryerson.ca), or Lucia Stewart (lstewart@ryerson.ca), 350 Victoria St, Suite JOR1227, Toronto ON M5B 2K3, 416-979-5011.