

SENATE APPEAL SUBMISSION - STUDENT CHECKLIST

Please read the appeal forms carefully and complete all required sections.

- ☐ **Incomplete and/or late appeal submissions will not be accepted.**
- ☐ You must submit two copies of your complete appeal. The second copy will be date-stamped and returned to you for your records.

USE PAPERCLIPS TO SECURE DOCUMENT. DO NO USE STAPLES.

To submit an appeal to the Senate, a complete appeal package must include the following:

☐ **FOR GRADE AND/OR STANDING APPEALS:**

- ☐ Dated letter addressed to the Senate Appeals Committee or to the Secretary of Senate, including the following information (clearly indicating sections A and B). See Senate Appeal form.

SECTION A: What information that you provided to the Faculty was not given adequate consideration? On what basis do you dispute the decision of the Faculty?

SECTION B: Based on the Faculty decision, what are the actions you wish taken at this level (i.e., re-grading of an examination paper, return to probationary standing, etc.)

- ☐ Completed Senate Appeal form (Grade and/or Standing)
- ☐ Any new documentation noted on the Appeal Form
- ☐ Copies of previous documents
- ☐ Faculty Grade and/or Standing appeal form ☐
- ☐ Faculty Grade and/or Standing decision letter ☐
- ☐ Letter submitted for Faculty appeal ☐
- ☐ Department/School Grade and/or Standing appeal form ☐
- ☐ Department/School Grade and/or Standing decision letter ☐
- ☐ Letter submitted for Department/School appeal ☐
- ☐ All supporting documents which were submitted at the previous levels (Faculty and Department/School).

☐ **FOR ACADEMIC MISCONDUCT OR NON-ACADEMIC MISCONDUCT APPEALS:**

- ☐ Dated letter addressed to the Senate Appeals Committee, or The Secretary of Senate
- ☐ “Student Code of Conduct Appeal” form, or “Response to Notice of Automatic Hearing” form
- ☐ Copies of all documents submitted to the Academic Integrity Council (AIC) (see page 2 of “Student Code of Conduct Appeal” form; and page 3 of “Response to Notice of Automatic Hearing” form)
- ☐ Any new documentation listed on the Appeal form
- ☐ Copy of the AIC’s decision letter
- ☐ For Non-academic Misconduct appeals, copies of all documents submitted to the Vice-Provost, Students, and a copy of the response by the Vice-Provost, Students must be attached to this form.

NOTE:

Appeals must be filed, in person, to the Senate Office (JOR-1227) – between 9:00 a.m. and 4:30 p.m. - within 10-working days of receiving one of the following:

- Faculty level decision letter (Grade/Standing Appeals) or
- the AIC’s decision letter (Academic Misconduct) or
- Vice-Provost Student’s decision letter (Non-Academic Misconduct appeals)

unless other arrangements have been made with the Senate Office; otherwise, your appeal may not be processed.

Contact information: Lucia Stewart, Administrative Assistant to the Secretary of Senate
lstewart@ryerson.ca , Tel: 416-979-5011.

STUDENT ADVOCATES:

You may contact one of the following student advocates for assistance:

Ryerson Students’ Union (RSU) Student Issues & Advocacy Coordinator advocacy@rsuonline.ca (416) 979-5255 ext. 2322 Room SCC-31, 55 Gould Street	Continuing Education Students’ Association of Ryerson (CESAR) Student Rights Coordinator studentrights@mycesar.ca (416) 979-5000 ext. 7056 Room SCC-301-G, 55 Gould Street
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