

Appeal of Non-Academic Conduct Executive Director, Student Affairs

Policy 61: Student Policy of Non-Academic Conduct appeals of findings and/or sanctions must be submitted within ten (10) business days of the decision letter being issued.

STUDENT ID

SUBMISSION
DATE

LAST
NAME

FIRST
NAME

PROGRAM

UNIVERSITY
EMAIL

PROGRAM YEAR OF
STUDY

All communication regarding your appeal will be sent to your TMU email address. It is your responsibility to check your University (TMU) email.

I am appealing the following: *[please select (A) or (B)]*

(A) Policy 61: Student Code of Non-Academic Conduct decisions rendered by the Student Conduct Officer.

Date of decision
letter

(B) Decisions rendered by the Executive Director, Student Affairs, or the Vice-Provost, Students where the assigned sanctions do not include: Restitution over \$500.00, De-enrollment, Limitations to Future Enrollment, Non-Academic Disciplinary Suspension (NDS), Non-Academic Disciplinary Withdrawal (NDW), or Expulsion.

Date of decision
letter

Reason(s) for appeal *(please select all that apply)*

The Finding was not consistent with the evidence.

Evidence submitted was not considered by the decision-maker.

The Sanction was not appropriate or reasonable in the circumstances.

The process was not procedurally fair.

There is new evidence that could not have reasonably been presented earlier that could reasonably affect the decision.

Other (please specify

Supporting Documentation

Please include the following with your appeal submission:

- Your letter of appeal.
- The decision letter issued to you.

Appeal of Non-Academic Conduct Executive Director, Student Affairs

General Guidelines for submitting letters to Senate when appealing the Finding(s) or Sanction(s) of a decision:

- Base your letter on the reasons for appealing that you have selected above. Expand on these reasons.
- Provide any additional material or documentation that you feel is relevant to your appeal.

If you are submitting an appeal relating to the Finding(s):

- Describe the perspective you provided during the investigation meeting(s).
- Describe why you feel your conduct did not breach the Student Code of Non-Academic Conduct.

If you are submitting an appeal relating to the Sanction(s):

- Describe why you feel the Sanction(s) are not appropriate in the circumstances.
- Describe what you believe would be the appropriate Sanction(s) in the circumstances.

Submitting your appeal:

Please attach this complete form along with all required supporting documents in an email to **policy61appeals@ryerson.ca** to be reviewed by the Executive Director, Student Affairs; the Vice-Provost, Students; or a designate of the Vice-Provost, Students.

If you presented **witnesses in this case**, please provide the following details:

Name

Name

email

email

Please give a brief description of their involvement in the incident and what they will be presenting in their statement:

Agreement on Submission of Appeal

I have read and understand the Student Code of Non-Academic Conduct. 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 or documents is a violation the Student Code of Non-Academic Conduct. I understand this information will be treated by the decision-maker reviewing my appeal in a confidential manner, except to the extent that such information is disclosed in accordance with applicable law or may otherwise be authorized by Toronto Metropolitan University's policies and procedures.

Privacy and Notice of Collection:

The personal information on this form is collected under the authority of the Ryerson University Act, 1977 for the purpose of processing, assessing, monitoring, and enforcing compliance with the University's policies, procedures, guidelines, regulations, and decisions.

Personal information that you provide the University is collected, used, and disclosed in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions about the collection, use and disclosure of your personal information by the University, please contact the Secretary of Senate, 350 Victoria Street, Suite JOR-1227, Toronto, ON, M5K 2K3: email senate@ryerson.ca or Tel: 416-979-5000, ext 555011.

Signature of Student

Date