

Appeal of Non-Academic Conduct Senate Appeals Committee (SAC)

Policy 61: Student Code of Non-Academic Conduct appeals of findings and/or sanctions must be submitted within ten (10) business days of the decision letter being issued. Appeals of the extension of the interim measure of suspension can be submitted any time after the suspension has been extended beyond the initial ten (10) business days.

STUDENT ID

SUBMISSION
DATE

LAST
NAME

PROGRAM

YEAR OF
STUDY

FIRST
NAME

RYERSON
EMAIL

All communication regarding your appeal will be sent to your Ryerson email address. It is your responsibility to check your Ryerson email.

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

(A) The extension of the interim measure of suspension beyond the initial ten (10) business day period.

Date of interim
measures letter -
extension of
suspension

Ground(s) for Appeal (select all that apply)

The Executive Director, Student Affairs had no power under Policy 61 to reach the decision made.

There was a fundamental procedural error that created bias toward the appellant.

New Evidence: The appellant has new evidence to present that could not have reasonably been presented earlier.

Supporting Documentation

If you are appealing the extension of the interim measure of suspension please include:

- The initial interim measures letter issued to you.
- The interim measures letter issued to you, extending the interim suspension.
- Your letter of appeal.

(B) Decisions rendered by the Executive Director, Student Affairs, or the Vice-Provost, Students where the assigned sanctions 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

I am the:
Respondent
Complainant

Reason(s) for Appeal (select all that apply)

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

The process was not procedurally fair.

Evidence submitted was not considered by the decision-maker.

The finding was not consistent with the evidence.

The Sanction was not appropriate or reasonable under the circumstances.

Other (please specify)

Supporting Documentation

If you are appealing the decision, please include:

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

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

- Base your letter on the reasons/grounds for appealing that you have selected above. Expand on these reasons/grounds.
- 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 to Senate:

Please attach this complete form along with all required supporting documents in an email to the attention of 1ststewart@ryerson.ca, copying senate@ryerson.ca, within ten (10) business days of receipt of the decision letter. *(Note: Appeals of the extension of the interim measure of suspension can be submitted any time after the suspension has been extended beyond the initial ten (10) business days.)*

If you are attending the Senate Appeals Committee hearing with a **support person** and/or a **representative** (e.g. advocate, legal counsel) please provide the following details:

Name _____ **Name** _____

email _____ **email** _____

If there are any **witnesses** you would like to present at the Senate Appeals Committee hearing, 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 Ryerson 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