



# Senate Appeal Submission Checklist

## Grade & Standing

(This form must be completed, signed and submitted with your appeal documents to the Senate Office.)

Student Name: \_\_\_\_\_

Student #: \_\_\_\_\_

	Ryerson Email Address
	Home phone number and/or cell phone number
	Advocate listed on Page 3 (if required)
	No personal information of others without their letter of permission
	Appeal Form signed and dated
	Retained copy of complete appeal package
	Additional attachments (list in space below)
	If claiming prejudice, have you consulted with the Office of Human Rights Services?

Additional attachments (if you need more space, write on reverse of this page):

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\*If claiming Prejudice, please note that this appeal will be placed on hold pending the decision of the office of Discrimination and Harassment Prevention Services.

If you have submitted a misconduct appeal, this grade/standing appeal will be placed on hold pending the decision of the Academic Integrity Council.

**Note: Please ensure that you have all documents submitted at the previous levels (i.e. Department Level Appeal Form; Faculty Level Appeal Form; letters and decisions as well as supporting documents). Incomplete appeals will not be accepted. Submit appeals [online](http://senate@ryerson.ca), to the Senate Office at [senate@ryerson.ca](mailto:senate@ryerson.ca) between 9:00 a.m. and 4:30 p.m.**

By signing below, I certify that all of the above information has been submitted to the Senate Office.

\_\_\_\_\_  
*Signature of Student*

Date: \_\_\_\_\_  
*(mm/dd/yyyy)*

\_\_\_\_\_  
*Signature of Senate Administrative Assistant*

Date: \_\_\_\_\_  
*(mm/dd/yyyy)*