

**Application for an Appeal to the School of Graduate and Postdoctoral Studies**

<b>Last Name, First Name:</b>	
<b>Address:</b>	
<b>City:</b>	<b>Student Number:</b>
<b>Province:</b> <b>Postal Code:</b>	<b>Email:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>
<b>Program:</b>	<b>Master's:</b> <input type="checkbox"/> <b>Doctoral:</b> <input type="checkbox"/>

**I hereby appeal the decision of \_\_\_\_\_ dated \_\_\_\_\_.**

**The grounds for my appeal are as follows** (*Briefly set out grounds of appeal. A full statement of the grounds of appeal, the supporting evidence, and submissions in support of those grounds must be included in the appellant's letter of appeal attached to this Application*):

**I am seeking the following relief:**

**The detailed reasons for my appeal are set out in the attached letter of appeal. All supporting documentation is attached.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## ***Application for an Appeal to the School of Graduate and Postdoctoral Studies***

### **INSTRUCTIONS FOR STUDENTS**

*(Page 1 of this Application must be filed with the School of Graduate and Postdoctoral Studies. The remaining pages should be retained by the student.)*

### **SUPPORTING DOCUMENTS**

Arrangements for an appeal will proceed only upon receipt of the Application accompanied by the following documents:

- appeal application
- copy of the decision rendered at the previous stage of the appeal process.
- all letters, medical records/reports or other documents relevant to the appellant's case.

### **GROUNDINGS FOR AN APPEAL**

An appeal must be based on one or more of the following grounds:

- medical or compassionate circumstances
- extenuating circumstances beyond the student's control
- bias
- inaccuracy
- unfairness.

*Ignorance of Senate regulations and policies, program requirements, and policies as set out in the University's Academic Calendars does not constitute grounds for an appeal.*

### **APPEAL DEADLINE**

The Application must be filed with the School of Graduate and Postdoctoral Studies within three weeks of the date that the previous decision was issued. The deadline for filing an appeal may be extended at the discretion of the Vice-Provost.

### **DECISION**

In considering an appeal, the Vice-Provost shall review the materials submitted by the student and the program and may obtain such further information as the Vice-Provost deems relevant to the appeal. The Vice-Provost shall give the student a reasonable opportunity to meet with her or him and may meet with such other individuals as she or he deems necessary.

**The Vice-Provost shall issue a written decision, with reasons, normally within four weeks of receipt of the appeal.**

### **FURTHER INFORMATION ON APPEAL PROCEDURES FOR GRADUATE STUDENTS**

A student may have a further right of appeal to the Senate Review Board Academic (SRBA) if the decision falls within the jurisdiction of SRBA. Appeals to SRBA must be made within six weeks of the date of the Vice-Provost's decision. The decision of the Vice-Provost or designate remains in full force and effect unless and until overturned or modified by SRBA. Additional information and SRBA Appeal Applications can be obtained from the University Secretariat, Room 4101, Stevenson Hall.