

Student Grade and Standing Appeal Form

I am appealing at one of the following levels:(check appropriate box)

I am a (check appropriate box) student

Department Faculty Senate

Undergraduate

Program:

Continuing Education

Law

Graduate Studies

Student Information (Please print clearly)

Name:	Appeal Submission Date (MM/DD/YY)
Student #:	University email <small>(all communication about your appeal will be sent to your Ryerson email address)</small>
Term and Year of Grade or Standing being appealed: Fall Winter Spring Summer Year	Have you applied to graduate? Yes No If you answered yes, in which semester? Spring Fall

Type of Appeal (If you are submitting a grade **and** standing appeal, or more than one grade appeal, please submit a separate form and package for each appeal)

***IMPORTANT:** For students who have submitted an application to graduate, please ensure you carefully read and sign the disclosure statement below.

Grade	Standing	
Course Code	Standing Being Appealed: _____	Academic Misconduct Do you currently have an on-going case with the Academic Integrity office? Yes No
Instructor		
Department		
Standing Appeals: Have you also submitted a grade appeal for this term? <small>(grade appeal decisions must be made before standing appeals are considered)</small>		Please Note: <i>If there is a pending academic misconduct suspicion or appeal related to this course, your grade may be subject to change. Your grade/standing appeal will be on hold until the Academic Misconduct matter is resolved.</i>
Yes No If yes, for which course(s)?		

Grounds for an Appeal (Except for Procedural Error, grounds must be the same at all levels of Appeal. Select all that apply.)

<input type="checkbox"/> Extenuating Circumstances <small>(see policy 167: Academic Consideration for definitions)</small>	<input type="checkbox"/> Course Management <input type="checkbox"/> Procedural Error	<input type="checkbox"/> Prejudice If Prejudice is selected as a ground for an appeal, please fill out the section immediately below.
---	---	---

Prejudice (see definition below and check any or all that apply to your appeal)

To claim Prejudice as a Ground for Appeal, you must be claiming that an Instructor treated you differently based on **one or more** of the following *Prohibited grounds* as outlined in the [Discrimination and Harassment Prevention Policy](#). You must supply evidence to support your claim of Prejudice and you must explain your claim in your appeal letter.

Please submit a copy of your appeal to [Human Rights Services](#). Please follow up with HRS within 10 business days of submitting your appeal. Your Academic Appeal will not proceed until a decision has been made by HRS.

Race	<input type="checkbox"/>	Ethnic Origin	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sex	<input type="checkbox"/>
Ancestry	<input type="checkbox"/>	Place of Origin	<input type="checkbox"/>	Family Status	<input type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>
Citizenship	<input type="checkbox"/>	Creed (Religion)	<input type="checkbox"/>	Gender Identity/ Gender Expression	<input type="checkbox"/>	Age	<input type="checkbox"/>
Marital Status	<input type="checkbox"/>	Colour	<input type="checkbox"/>	Other (please specify):			

Your Appeal Statement (refer to [Policy 168: Grade and Standing Appeals](#))

Your appeal must be provided in a typed statement clearly indicating the following:

- a. As specifically as possible, explain why this appeal should be considered, based on the grounds you've indicated above. It is important to read the definitions of the grounds in policy, so that you can choose the correct one(s) and explain how it (or they) relate to your situation.
- b. What actions did you take to deal with situations that arose during the semester that you feel had a serious impact on your ability to meet your academic obligations? Provide specific dates and details of when you took such actions. (e.g., contacted your instructor, submitted a health certificate, requested or received some form of consideration, etc.)
- c. What outcome (or "remedy") are you seeking through this appeal? Please see [Policy 168 Procedures Section 4. Remedies](#) for examples of possible remedies.

Documents

You must include all appeal documents from previous appeals *including decisions from the Department/Program and Faculty*. All claims you make **should be documented and copies of all documents supporting your appeal must be included in your submission**. These may include such items as: Health certificates, official certificates or documents, course outlines, email communication, etc. Failure to provide pertinent documentation may jeopardize your appeal. (Please list any documents you are including with your submission)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Student Grade and Standing Appeal Form

Disclosure (please read carefully)

- I have read and I understand Ryerson University [Senate Policy 168](#): Grade and Standing Appeals.
- I understand that I may register for courses while my standing is under appeal for a maximum of one semester, but that if **my appeal is not granted and I am required to withdraw, my registration will be cancelled.**
- I understand that any changes to the official academic record is the Registrar's responsibility and that recommendations for remedies involving changes to the official academic record **must be approved by the Registrar's office.**
- **For students who have submitted an application to graduate,** If the appeal results in a new grade which is posted after the 'final date to clear' for graduation, the new grade will be used to determine eligibility to graduate at the **NEXT graduation period. A new application will be required.**
- 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 documents or false statements is a violation of the Ryerson University Academic Integrity Policy (Policy 60).
- I understand that this information will be treated in a confidential manner, except to the extent such information is false, fraudulent otherwise in the public domain, provided to other Ryerson faculty or staff outside of the appeals process, required to be disclosed by a court of competent jurisdiction, required as determined by Ryerson acting reasonably to be used in any claim of academic misconduct against the student or required to be disclosed as determined by Ryerson acting reasonably to defend Ryerson in any claim or potential claim involving the student or the suspicion of fraud.
- I understand that if I have not received a decision **within ten (10) working days** at the Department or Faculty level, it is my responsibility to check with the Department/Program or Faculty office on the status of that decision.
- I understand that I will receive all decisions on this appeal via my Ryerson email address per [Ryerson Policy 157](#).
- I understand that all decisions of Hearing Panels at the Senate Appeals Committee (SAC) level **are final and binding.**

Advocate Information:

I understand that I have the right to consult with an Advocate from one of the following University sanctioned resources. I understand that every effort will be made to accommodate my request, however, the availability of an Advocate **cannot** affect the timelines for submitting my appeal or my response to decisions. **Advocate availability will be accommodated for the scheduling of hearings.**

Ryerson Student Union (RSU)	Name of Advocate/ Legal Counsel
Continuing Education (CESAR)	Advocate or Legal Counsel's email:
Legal Counsel	

(Please note: Legal Counsel is only permitted at the Senate level of appeal)

Signature of Appellant: _____ Date: _____

Statement of Confidentiality

In accordance with Section 38(2), 39(2), 41(1)(b,c), 42(d) and 43 of the Freedom of Information and Protection of Privacy Act (FIPPA), the information on this form is collected under the authority of the Ryerson University Act, 1977 and is needed to process your request for an academic appeal. All personal information that is collected will be used, stored, and destroyed in accordance with [Ryerson's Information Protection and Access Policy](#).

If you have questions about the collection, use and disclosure of this information by Ryerson please contact Donna Bell, Secretary of Senate (dbell@ryerson.ca); Victoria Madsen (vmadsen@ryerson.ca) or [Suzanne Hicks](#) (suzanne.hicks@ryerson.ca), 350 Victoria St, Suite JOR-1227, Toronto ON M5B 2K3, 416-979-5000, ext 555011