



## SENATE COMMITTEE ON ACADEMIC ACCOMMODATION APPEALS - APPEAL FORM

Return completed form by email to [marcia.yoshida@umanitoba.ca](mailto:marcia.yoshida@umanitoba.ca)

Telephone: 204-474-6166

Fax: 204-474-7511

Mr. ☐ Ms. ☐ Dr. ☐

TYPE OF APPELLANT: ☐ STUDENT OR ☐ ACADEMIC STAFF MEMBER

NAME (APPELLANT): \_\_\_\_\_ U OF M STUDENT NO.: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street City/Province Postal Code

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Home Cell/Business Fax

DATE OF RECONSIDERATION DECISION: \_\_\_\_\_

Will you be accompanied by a spokesperson? Yes ☐ No ☐

Will this spokesperson be a lawyer? Yes ☐ No ☐

Mr. ☐ Ms. ☐

NAME OF SPOKESPERSON: \_\_\_\_\_ POSITION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street City/Province Postal Code

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Business Fax

Select THE GROUNDS FOR APPEAL in the appropriate section below – See Section 2.5 of the Student Accessibility Appeal Procedure for details

### IF YOU ARE A STUDENT, SELECT GROUNDS FROM THE LIST BELOW:

- ☐ **Failure of judgment:** they believe the decision made by the Director of SAS was incorrect in his/her judgement regarding the need for, application of, or implementation of an Accommodation.
- ☐ **Failure of process:** they believe the decision made by the Director of SAS was incorrect due to a failure on his/her part or the part of SAS to dutifully perform the process of determining eligibility, or determining a reasonable Accommodation.
- ☐ **Failure of information:** they believe the determination made by the Director of SAS was incorrect due to a lack of information or documentation. Generally speaking, the failure of information is informally handled by the student providing updated or requested documentation.

### IF YOU ARE AN ACADEMIC STAFF MEMBER, SELECT GROUNDS NOTED BELOW:

- ☐ **Compromising Academic Standards:** they believe that the decision made by the Director of SAS would undermine Bona Fide Academic Requirements or any essential skills document developed for programs that are subject to external accreditation. The onus is on the Academic Staff Member to establish how the standards or essential skills would be compromised by providing the Accommodation. If a Bona Fide Academic Requirements or an essential skills document has not been developed, no appeals shall be available to Academic Staff Members.

### YOU MUST INCLUDE:

- A letter to the Chair clearly explaining the grounds for the appeal
- A copy of the letter of reconsideration from the Director of SAS
- A copy of all the documentation submitted in regard to the request for accommodation and/or reconsideration
- If the Appellant intends to have a lawyer present at the appeal hearing, the name and address of the lawyer shall be provided at the time of filing the appeal

By signing this form, I acknowledge that I have read the University of Manitoba Accessibility Policy, the Student Accessibility Procedure and the Student Accessibility Appeal Procedure.

[http://umanitoba.ca/admin/governance/governing\\_documents/students/accessibility.html](http://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html)

Signature of Appellant \_\_\_\_\_

Date \_\_\_\_\_