



- You should consult with Student Advocacy, 520 University Centre, 204-474-7423, before submitting your appeal.
- Your appeal must be completed in full, meaning that all applicable supporting documentation (e.g., medical) is submitted to the Faculty of Graduate Studies by the appeal deadline. Please append additional pages as required.
- Academic Appeal Deadline: Within fifteen (15) working days of notification of action/decision to be appealed.

Name _____ Student Number _____

The Faculty of Graduate Studies (FGS) shall only hear academic appeals on the following grounds (adapted from Sec. 2.5 of the [Senate Committee on Appeals Policy](#)). See the [Appeals Procedures and Guidelines](#) section of the FGS Academic Guide.

Please check off your Grounds for Appeal:

- ☐ the department/unit or the Faculty of Graduate Studies failed to follow the rules of natural justice*;
- ☐ the department/unit or the Faculty of Graduate Studies failed to follow procedures;
- ☐ a department/unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;
- ☐ there are documented mitigating circumstances (e.g. medical, compassionate);
- ☐ there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a department/unit regulation.

*The Supreme Court of Canada defines “natural justice” in its simplest form as “fair play in action”; in other words, “natural justice” describes the fairness of procedures and how they are executed (as opposed to whether procedures were followed). In the context of academic decisions and appeals, this includes but is not limited to:

- the right of the appellant to know that a matter is under consideration and the nature of the matter being considered (e.g., academic performance, appeal);
- the right of the appellant to know what evidence has been given and what statements have been made affecting them;
- the right of the appellant to be heard (i.e., to be able to respond to any statements and decisions that may affect them);
- the decision must be based on evidence and communicated clearly; and
- the decision maker must be free of bias and there must be no perception of bias.

Clearly specify the remedy you are seeking:

You must include:

- A letter clearly explaining the grounds for your appeal
- A copy of the letter of decision from the last action/appeal level
- A copy of all the documentation submitted to the last appeal level, if not a first level appeal

Are you registered with Student Accessibility Services (SAS) ? Yes No

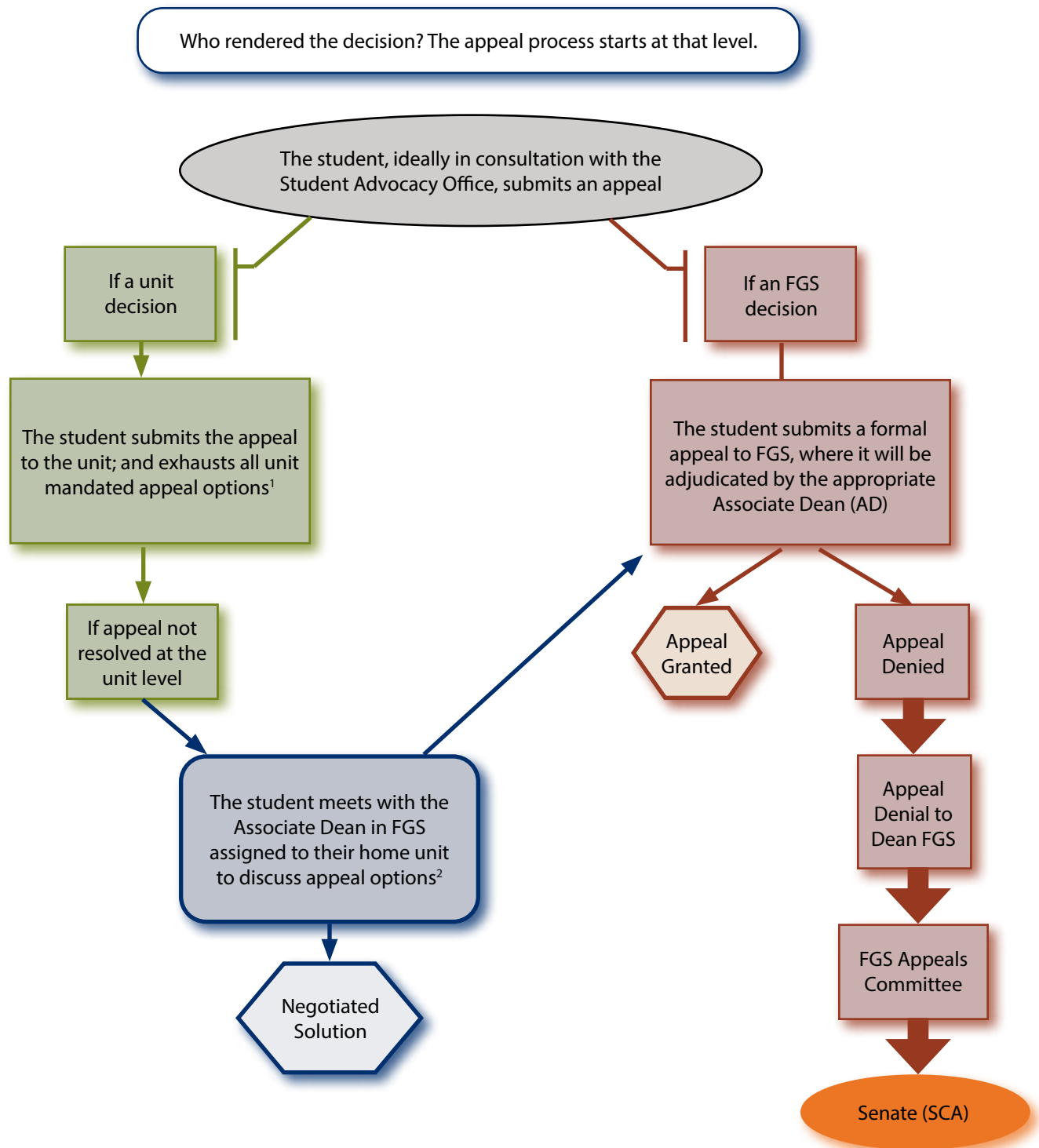
If Yes, Please provide the name of your SAS advisor: _____

The Dean/Associate Dean and their Confidential Assistant may acquire additional files and speak to relevant parties regarding your case.

Please provide the name of your student advocate _____

Student Signature _____ Date _____
MM/DD/YYYY

Academic Matters Appeals Process



¹ Unit level appeal options vary by Faculty, School, Department. Please consult with the Graduate Program Chair and/or the Student Advocacy Office for further information.

² If new information and/or a different basis for the appeal arises in this discussion, the AD FGS will consult with unit level authorities to determine whether the added information would result in a different decision (e.g., compromise)—if not, continues on to a formal appeal through the FGS process.