

# NOTICE OF APPEAL

## ACADEMIC APPEALS COMMITTEE OF THE GOVERNING COUNCIL

### INSTRUCTIONS:

Please read the following instructions before you fill out and submit the Notice of Appeal:

### Notice of Appeal:

An appeal to the Academic Appeals Committee of the Governing Council must be filed to the Office of the Governing Council, Appeals, Discipline and Faculty Grievances (ADFG), within 90 (ninety) days following the decision of the appellant's divisional Academic Appeals Board. If the deadline date coincides with a day on which the University is closed, the deadline for filing the Notice of Appeal is 5:00 p.m. of the next regular business day.

### Contact Information:

The mailing address and email address used to communicate with you are the addresses that you provide on the appeal form. If you move or change your email address after submitting this form, please inform the Appeals, Discipline and Faculty Grievances (ADFG) office of your new address. It is YOUR responsibility to ensure that the ADFG office has current contact information during the appeal process. If you retain legal counsel or other representative, the ADFG office will communicate directly with your representative.

### Documentation:

You MUST attach the following documentation to your Notice of Appeal. The appeal form is not considered complete until the required documentation is submitted. Please check off each item to ensure that your appeal documentation is complete:

- A copy of the decision you are appealing to the Academic Appeals Committee of Governing Council.
- On a separate page or pages, a statement prepared by you or your counsel/representative, setting out:
  - A statement of the remedy sought (e.g., late withdrawal without academic penalty, deferred exam, etc.).
  - A statement setting out the grounds of your appeal (e.g., medical, compassionate, financial, etc.).
  - A brief description of the background to the appeal (i.e., in your own words describe what happened).
- Documentary evidence to support your appeal (e.g., University of Toronto Medical Certificate, email correspondence, petition forms, etc.).
- Five (5) hard copies and an electronic copy of the Notice of Appeal (3 pages including the instruction page) and all supporting documentation signed and sent to:

The Academic Appeals Committee of the Governing Council  
University of Toronto  
Simcoe Hall, Room 106  
27 King's College Circle  
Toronto, ON M5S 1A1  
Phone: (416) 978-6576  
Fax: (416) 978-8182

E-Mail: Please see the following link for the email addresses of ADFG staff. Please send to all three contacts;  
<http://www.adfg.utoronto.ca/ContactUs.htm>

NOTICE OF APPEAL  
ACADEMIC APPEALS COMMITTEE OF THE GOVERNING COUNCIL

Name of Appellant

Mailing Address

E-Mail

Daytime Telephone

Faculty/College

Degree Program/Year

Student Number

Date of Last Decision  
being Appealed

Remedy Sought

Have you retained Legal  
Counsel or other Representative?    YES:                       NO:

Name of  
Counsel/Representative

Telephone Number of  
Counsel/Representative

Name of Law Firm  
(if applicable)

## Public Hearings

Hearings are normally open to the public, in accordance with s. 9.(1) of the Statutory Powers Procedure Act, R.S.O. 1990, Chap. S.22, as amended:

An oral hearing shall be open to the public except where the tribunal is of the opinion that,... intimate financial or personal matters or other matters may be disclosed at the hearing of such a nature, having regard to the circumstances, that the desirability of avoiding disclosure thereof in the interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public, in which case the tribunal may hold the hearing in the absence of the public.

The general public can attend a hearing unless you are requesting a closed hearing. If a closed hearing is requested please submit a short statement on a separate page with your Notice of Appeal explaining the reason(s) behind your request. A closed hearing is not automatically granted upon request, but only in accordance with the above-quoted provision.

## Appeal Process

Appeals are scheduled as quickly as possible. If you require the hearing to be expedited (that is fast tracked ahead of other appeals awaiting hearing), please indicate your request below. If yes, on a separate page, please explain why this appeal should be expedited. Please note: Appeals are expedited only in exceptional circumstances.

YES:

NO:

SIGNATURE OF APPELLANT: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_



UNIVERSITY OF  
TORONTO