

# 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 (AAC) of the Governing Council must be filed with the Secretary of the AAC by emailing the Office of Appeals, Discipline and Faculty Grievances (ADFG Office), within the Office of the Governing Council, no later than 5:00 p.m. EST on the **90th (ninetieth) day** following the decision of the division's final appeal body. If the deadline falls on a holiday or a day of closure, you must file your Notice of Appeal by 5 p.m. EST on the next business day. A day of closure includes a Saturday, Sunday, President's Day, or any other day when the University is closed. If you require assistance determining your deadline, please use the [appeal deadline calculator](#) available on ADFG's website.

For further details, please see the FAQ section on the ADFG Office's website relating to Part 4 of the AAC's *Rules of Practice and Procedure* "Calculating Time."

### Contact Information

The email address used to communicate with you is the address that you provide on the appeal form. If you change your email address after submitting this form, please inform the 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 a representative, please advise the ADFG office immediately so that the ADFG office can communicate directly with your representative.

### Documentation

You **MUST** attach the following documentation to your Notice of Appeal. The appeal package is not considered complete until the required documentation is submitted. The AAC is a reviewing body and does not normally hear academic appeals anew. As the AAC is reviewing the previous decision for reasonableness, you must file all documents you submitted to the previous body whose decision you are appealing. Please check off each item to ensure that your appeal package is complete.

- ☐ A copy of the decision you are appealing to the Academic Appeals Committee of Governing Council.
- ☐ A copy of all the materials you submitted to the previous body whose decision you are appealing
- ☐ (including any evidence, petition forms, email correspondence, etc.).
- ☐ On a separate page or pages, a statement prepared by you or your counsel/representative, setting out:
  - The [remedy](#) sought (e.g., late withdrawal without academic penalty, deferred exam, etc.).
  - The grounds of your appeal (e.g., medical, compassionate, financial, etc.).
  - Submissions (i.e., your arguments, not evidence), including a brief description of the background to the appeal (i.e., in your own words describe what happened). Submissions must not exceed 40 pages and must be double-spaced, unless the Senior Chair or a chair assigned to your appeal permits otherwise).

### New Evidence

Additional evidence or information that was not submitted to the previous level of appeal may be admitted with the permission of the chair hearing your appeal. If there is new information that you are filing please specifically identify the additional information by page number and document type and/or title.

YES:

☐

NO:

☐

- ☐ A copy of the signed and completed Notice of Appeal (4 pages including the instruction page) and all supporting documentation in **ONE electronic file in PDF format including bookmarks with corresponding titles, a table of contents, and page numbers. When adding page numbers, please use the "bates" numbering tool in Adobe Acrobat.**

Please send the completed and signed Notice of Appeal and all supporting documentation to:

The Academic Appeals Committee of the Governing Council  
University of Toronto, c/o the Secretary of the AAC (the  
ADFG Office)

Via E-Mail: Please see the following link for the email addresses of ADFG staff. Please  
send to [adfg.admin@utoronto.ca](mailto:adfg.admin@utoronto.ca)

**NOTICE OF APPEAL**  
**ACADEMIC APPEALS COMMITTEE OF THE GOVERNING COUNCIL**

|                                                                |                                                            |
|----------------------------------------------------------------|------------------------------------------------------------|
| Name                                                           | <input type="text"/>                                       |
| Mailing Address                                                | <input type="text"/>                                       |
|                                                                | <input type="text"/>                                       |
|                                                                | <input type="text"/>                                       |
| E-Mail                                                         | <input type="text"/>                                       |
| Daytime Telephone                                              | <input type="text"/>                                       |
| Faculty/College Degree                                         | <input type="text"/>                                       |
| Program/Year                                                   | <input type="text"/>                                       |
| Student Number                                                 | <input type="text"/>                                       |
| Date of Last Decision Being<br>Appealed                        | <input type="text"/>                                       |
| Remedy Sought                                                  | <input type="text"/>                                       |
| Have You Retained Legal<br>Counsel or Other<br>Representative? | YES: <input type="checkbox"/> NO: <input type="checkbox"/> |
| Name of<br>Counsel/Representative                              | <input type="text"/>                                       |
| Telephone Number of Counsel/<br>Representative                 | <input type="text"/>                                       |
| Email Address of Counsel/<br>Representative                    | <input type="text"/>                                       |
| Name of Law Firm (if applicable)                               | <input type="text"/>                                       |

## Public Hearings

Hearings are normally open to the public, in accordance with Rule 65 of the *Rules of Practice and Procedure*, which states: Subject to rule 66, every hearing, or portion of a hearing, that is held virtually is open to the public.

The general public can attend a hearing unless you are requesting a closed hearing. Under rule 66, you may request a closed hearing where:

- (a) private financial or personal matters or other matters may be disclosed of such a nature, that having regard to the circumstances, 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;
- (b) in the case of a hearing, or a portion of a hearing, it is not practical to hold the hearing or the part of the hearing in a manner that is open to the public.

If you want to request a closed hearing, please indicate below and 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 exceptional circumstances and accordance with the above- quoted provision.

YES: ☐ NO: ☐

## Appeal Process

The *Rules of Practice and Procedure* set out various requirements, timelines, and deadlines. Failure to comply with them may result in your appeal being closed or a proceeding within your appeal to be closed.

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

YES: ☐ NO: ☐

Appeals are scheduled for one three-hour block of time. If you believe the hearing will take more than three hours, please indicate your request below, and, on a separate page, please explain why you believe you need more time.

YES: ☐ NO: ☐

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

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

