

# RESPONSE FORM

## ACADEMIC APPEALS COMMITTEE OF THE GOVERNING COUNCIL

### INSTRUCTIONS

Please read the following instructions before you fill out and submit the Response Form:

#### Division's response to a student's academic appeal

A response must be filed with the Secretary of the AAC by emailing the Office of Appeals, Discipline and Faculty Grievances (ADFG Office), no later than 5:00 p.m. EST on the **deadline specified by the ADFG Office** following receipt of a student's Notice of Appeal.

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 the division is the address that you provide on the response form. If the division retains legal counsel or a representative, please advise the ADFG Office immediately so that the ADFG Office can communicate directly with the representative.

#### Documentation

You **MUST** attach the following documentation to your response. The response package is not considered complete until the required documentation is submitted. The AAC is a reviewing body and does not hear academic appeals anew. As the AAC is reviewing the previous decision for reasonableness, the division **MUST** file all documents it submitted to the previous appeals committee whose decision is being appealed by the student. Please check off each item to ensure that your response is complete:

- ☐ A copy of the decision being appealed by the student to the Academic Appeals Committee of Governing Council.
- ☐ A copy of all the materials the division submitted to the previous appeals committee whose decision is under appeal (including any evidence, petition forms, email correspondence, etc.).
- ☐ On a separate page or pages, a statement prepared by you (on behalf of the division) or the division's counsel/representative, setting out:
  - The decision sought.
  - Submissions, including a brief description of the background to the appeal (i.e., in your own words describe what happened). Please note that the submissions (i.e., the division's arguments, not its evidence) must not exceed 40 pages and must be double-spaced, unless the Senior Chair or a chair assigned to this appeal permits otherwise.
  - Additional information, if any, identified by page number and document type and/or title.

#### ☐ 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 on behalf of the division, please specifically identify the additional information by page number and document type and/or title.

YES: ☐

NO: ☐

- ☐ A copy of the division's signed and completed response (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 division's completed and signed response and all supporting documentation c/o the Secretary of the AAC, and to the person in ADFG who sent the response letter due date to the division, as well as all others copied on that email.

**RESPONSE FORM**  
**ACADEMIC APPEALS COMMITTEE OF THE GOVERNING COUNCIL**

Name

Title,  
Division/faculty/college

Campus

E-Mail

Daytime Telephone

Date of Last Decision being  
Appealed by the Student

Has the Division Retained  
Legal Counsel or Other  
Representative?

YES: ☐

NO: ☐

Name of  
Counsel/Representative

Telephone Number of Counsel/  
Representative

Email Address of Counsel/  
Representative

Name of Law Firm (if applicable)

## 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 a closed hearing is requested, 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 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 (on behalf of the division): \_\_\_\_\_

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



UNIVERSITY OF  
TORONTO