

Academic Appeal Flow Chart for Graduate Students

A. Faculty of Law Stage

Informal Steps

(must be completed before formal steps)

Step 1

The student must first attempt to resolve the matter with the instructor or other person whose ruling is in question. The instructor/other person provides feedback/further explanation to the student through a meeting, by e-mail or by telephone.



Step 2

If student still wishes to pursue the matter, s/he must discuss the matter with the Assistant Dean, Graduate Program



Formal Steps

(after completion of the informal steps)

Step 3

Should such discussions fail to resolve the matter, the student may make a formal appeal in writing to the Faculty of Law's Graduate Appeals Committee **within 8 weeks of the date of the decision being appealed**. The student must complete a Notice of Appeal form, which is available from the Assistant Dean, Graduate Program and provide it to the Assistant Dean **before the expiry of the above 8 week deadline**.



Step 4

The Assistant Dean delivers the Notice of Appeal to the Graduate Appeals Committee. The Graduate Appeals Committee provides the person(s) who made the decision being appealed with a copy of the Notice of Appeal, and requests a written response. This response, along with the student's Notice of Appeal is considered by the Graduate Appeals Committee, which makes a recommendation to the Associate Dean, Graduate Program. The Associate Dean normally renders the appeal decision within 8 weeks of the Notice of Appeal being filed.



B. School of Graduate Studies Stage

(after completion of the Faculty of Law stage)

Step 1

If the student wishes to appeal the decision of the Associate Dean, s/he must file a Notice of Appeal with the Secretary of the SGS Graduate Academic Appeals Board **within 8 weeks of the decision of the Associate Dean, Graduate Program.**



Step 2

The SGS Graduate Academic Appeals Board will hold a hearing and issue a decision within 8 weeks from the filing of the Notice of Appeal with the Board.



C. Governing Council Stage

(after completion of the SGS stage)

A decision of the SGS Graduate Academic Appeals Board may be subsequently appealed by a student to the Governing Council's Academic Appeals Committee, in accordance with its guidelines and procedures. An appeal to this committee shall be commenced by filing a Notice of Appeal with its Secretary **no later than 90 days after the date of the decision of the SGS Graduate Academic Appeals Board.**

This flow chart is designed simply to provide a quick overview of the appeal process. For important details and information not included in the flowchart, please go to:

<http://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx>