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