

Appealing, The Basic

Note: This guide is produced by the Office of the Ombudsman. It is not an official document and is intended to replace the policy published in the academic calendar and University of Senegal which is published on the final page of this guide. This guide contains general advice only.

What is an appeal?

An appeal is a request to have a decision made by a higher level and potentially change a decision made by someone at a lower level.

Before launching an appeal, be sure to know:

- The policy under which the decision was made
- Whether the relevant applicable policy procedure under the policy
- The deadline for initiating an appeal
- The reason behind the decision
- Who has the power to request modification of the decision

The level and process of appealing are governed by policy. No matter the appeal process within a policy will dictate the acceptable reason for appealing, the formal (and informal, where applicable) level of appeal, deadline(s) for filing an appeal of a decision, and an effective decision making.

For example: Jill, a student in Social Science, challenged the final examination in Calculus 1000a.

The decision, which falls under the Undergraduate Scholastic Offense policy, is made by the Undergraduate Chair in Mathematics.

According to the policy, Jill can appeal the finding of the Associate Dean in the Faculty of Science.

When should I Appeal?

A student may choose to appeal a decision when he disagrees with a decision and has a *good reason* for believing the decision should be different. What constitutes a good reason, although known generally, depends on the kind of decision and applicable policy and the level of appeal.

Successful appeal is based on, and clear that, the grounds on which the appeal is being made and contain supporting evidence. Where clear grounds and applicable evidence, an appeal is unlikely to be granted.

Ask yourself the question: Did the decision maker make a mistake about a level, policy or some other factor which might make the decision invalid?

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Who do I appeal to?

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When should I appeal?

Appeal should be made as soon as possible, but the earlier the better to keep in mind.

Undergraduate Appeal

- If a student is appealing a **component** in a course (e.g.: an assignment or quiz), an appeal must be made within **3 weeks** of receiving the mark on the component.
- When appealing a **final course grade**, the deadline for appealing is based on when the course is offered:
 - December Mark : January 31
 - April Mark : June 30
 - In session: July 31
 - Summer Ending: August 31
 - Summer Data : September 15
 - Spring Summer Dismissal: October 15
- Appeal for **disciplinary offence** must be made within **3 weeks** of receiving the decision letter.
- If appealing to the **Senate and the Board Academic (SRBA)**, appeal must be filed no later than **6 weeks** after the date of the Dean's decision.

Graduate Appeal

- When appealing an **academic decision**, an appeal must be filed within **4 weeks** of the date the decision is communicated.
 - An academic decision may include a decision related to progression, grade, or the component related to a student's academic.
- Appeal made to the **School of Graduate and Professional Studies (SGPS)** must be made within **3 weeks** of the date of the preliminary decision.
- For **disciplinary offence**,

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How to Appeal

An appeal is normally submitted by email. It is the responsibility of the student to ensure that the appeal is received by the appropriate person in the body of the appeal. Some appeals, such as an appeal of SRBA, require the student to submit a form which will provide the student with the appeal.

An appeal should be written in the following format.

- You need a subject line that includes your name, student number and the subject being appealed. E.g., Emilie Smith, SN 789555121, Appeal for a grade on Chemistry 1000 final exam.
- Your opening paragraph needs to clearly state what you are appealing and on what grounds. *e.g.: I am appealing my final grade in CHEMISTRY 1000 on compassionate grounds.*
- Student's opening paragraph(s), need to explain your experience and state your evidence. You can include details of relevant documents if they are needed. Be sure to have all evidence and supporting provided in relation to the main grounds for your appeal.
E.g.: On the day of the CHEMISTRY 1000 final exam, I was informed that my grandmothers had passed away. I was unable to attend the exam because of a severe illness and my family needed my support. I had arranged a copy of my grandmother's obituary.
- In your concluding paragraph, state your desired outcome. You can also make a request for an opportunity to explain the impact that granting your appeal will have on your plan for the future.
E.g.: I wish to be given an opportunity to make up my exam for CHEMISTRY 1000. As a Medical Science student, CHEMISTRY 1000 is required for me to be able to continue in Year 2 of the program.

Additional Reference

Appeal Policies

Undergraduate:

[http://www.o.cajon.edu/pdf/academic_policies_appeal_appeal_undergraduate.pdf](#)

Graduate:

[http://www.o.cajon.edu/pdf/academic_policies_appeal_appeal_graduate.pdf](#)

Scholarship Offence

Undergraduate:

[http://www.o.cajon.edu/pdf/academic_policies_appeal_scholarship_discipline_undergraduate.pdf](#)

Graduate:

[http://www.o.cajon.edu/pdf/academic_policies_appeal_scholarship_discipline_graduate.pdf](#)

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Office Policies

Residence Appeal : <http://housing.utoronto.ca/learning-and-development/links-to-the-behaviour-management-index.html>

Student Code of Conduct : http://utoronto.ca/student_code_pdf/boad_code.pdf

Gender-Based and Sexual Violence:

http://utoronto.ca/student_code_pdf/policies_procedure_section1_mapp152.pdf

Academic Accommodation Appeal Procedure :

http://utoronto.ca/student_code_pdf/academic_policies_appeal_Academic_20Accommodation_disabilities.pdf

Office Reference

University Senate Appeal and Discipline webpage:

http://utoronto.ca/student_code_appeal_discipline_index.html

Website on Academic Calendar : <http://www.utoronto.ca>