graduate studies | YORK UNIVERSITÉ UNIVERSITY

Office of the Dean
York University

230 York Lanes — 4700 Keele Street
Toronto, ON, Canada M3J 1P3

Tel: (416) 736-5521
yorku.ca/gradstudies

Graduate Academic Appeal

Graduate students may appeal a decision on a Graduate Academic Petition to the Appeals and Academic Honesty Committee (AAHC) of the Faculty of Graduate Studies within 20 business days after receipt of the decision being appealed. Please complete this form, attach required documents, and submit to gsaahc@yorku.ca. For full academic appeal regulations, please visit **Graduate Academic Appeals.**

Need help? If you require assistance with your appeal submission or have questions about this form, please contact gsaahc@yorku.ca.

Student Information

Full Name	Student Number

Program	Degree & Level of Study	Registration Status
- please select -	- please select -	- please select - - please select -

Email Address	Phone Number

Faculty Decision Being Appealed

Academic Petition

- please select -

Please Specify (if "Other" is selected)	Leave of Absence
	- please select -

Ground(s) for the Appeal

- ☐ A denial of natural justice, such as (but not limited to) a reasonable apprehension of bias on the part of the original decision maker(s) or special circumstances that ought properly to have been considered; or
- ☐ New evidence has arisen that could not reasonably have been presented, and that would likely have affected the original decision. Generally speaking, events or performance subsequent to the relevant time does not constitute new evidence for the purposes of this provision; or
- ☐ Inconsistent application of the relevant regulations, such as (but not limited to) a fundamental procedural error, such as the consideration of information that ought not to have been considered or the failure to consider information.

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act*, 1965 and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, FGSINFO@YORKU.CA

Summary of Request to Appeal Committee

You may include a summary here or attach as a separate document with your submission

Please note your summary of request **must include:**

- The outcome being requested
- The specific grounds on which the appeal is made, including a brief (1-2 sentence) synopsis of each grounds
- A summary of the evidence in support of these grounds
- If the grounds for appeal includes new evidence, the original documents that constitute or corroborate the new evidence, along with a brief (1-2 sentence) statement about each piece of new evidence, identifying its relevance and why it was not available prior to the original decision.

List of Documents Attached

Please list any supporting documents attached to your submission (e.g., appeal request letter, supervisor letter, physician's note, etc.).

Formal Hearing (when required)

Normally, a decision is issued based on the completed appeal file; however, the committee may call for a formal hearing in cases where there is a demonstrable benefit to oral elaboration on the appeal submission. If this is required, do you wish to attend the appeal hearing?

☐ **Yes**

☐ **No**

Student Signature	Date (mm/dd/yyyy)