



# Notice of Appeal to the Graduate Academic Appeals Board (GAAB)

## Instructions to Appellant

To initiate an appeal to the Graduate Academic Appeals Board (GAAB), the Secretary of the Board must receive a completed and signed **Notice of Appeal** form (see page two) and an attached **Statement**. The statement will summarize the nature and grounds of the appeal, any decisions appealed against, and relevant facts and allegations. It is suggested that the appellant (student) supplement the written submission with a list of significant dates (history), a list of any **supporting documentation** ordered by date, and a list of pertinent individuals who may be called as witnesses.

Any faculty, department, centre, institute, or unit of the University of Toronto concerned in the matter will receive a copy of the Notice of Appeal and the Statement from the Secretary of the Board, and may send a representative or representatives to any hearing of the appeal, and may be represented by legal counsel, and may call evidence and present argument in person or by counsel, if so desired and notified to the Secretary beforehand.

If an appellant's statement contains allegations as to the character, conduct, or behaviour of any person, the Chair of the Graduate Academic Appeals Board may direct the Secretary to send a copy of the Notice of Appeal and the Statement to such person, who may appear at any hearing of the appeal, and may be represented by legal counsel, and may call evidence and present argument in person or by counsel, if so desired and notified to the Secretary beforehand.

Any party to an appeal, including the appellant, at her/his own expense, may be represented by counsel or other agent at any stage of the appeal process.

## For further information:

Visit the SGS website: [www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx](http://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx)

## Questions? Please contact:

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School of Graduate Studies, University of Toronto  
Room 208, 65 St. George Street  
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### Freedom of Information and Privacy Act

The University of Toronto respects your privacy.

Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971.

It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.

The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities.

At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.



# Notice of Appeal to the Graduate Academic Appeals Board (GAAB)

<b>Name of Appellant:</b>	<b>Student Number:</b>
<b>Address:</b>	
<b>Email:</b>	<b>Telephone:</b>
<b>Graduate Unit:</b>	<b>Program:</b>
<b>I previously appealed to the Graduate Department Academic Appeals Committee (GDAAC):</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><b>Yes. Date of the GDAAC decision:</b></span> <span><b>No</b></span> </div>	
<p>I, _____, hereby appeal to the Graduate Academic Appeals Board.</p> <p>The nature and grounds of my appeal, any decisions appealed against, and any relevant facts and allegations are summarized in the <b>attached Statement</b>. Detailed <b>supporting documentation</b> may be attached. Also, I set forth the remedy I am seeking.</p>	
<b>Signature of Appellant (Student):</b>	<b>Date:</b>
<b>At the Graduate Academic Appeals Board hearing, I plan to make representations before the Board:</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><b>without counsel/lawyer</b></span> <span><b>with counsel/lawyer</b></span> </div>	

**NOTE:** Upon receipt of the Notice of Appeal and Statement, the Secretary of the Graduate Academic Appeals Board will acknowledge these documents and will inform the appellant as to further procedure. Please do not bind the appeal statement and documentation. Leave the documentation loose to allow for copying.

Freedom of Information and Protection of Privacy Act: [www.rosi.utoronto.ca/fippa.php](http://www.rosi.utoronto.ca/fippa.php)