Graduate Academic Appeals

Orientation for New Graduate Academic Administrators

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Topics

1. Regulatory Framework
2. Launching an Appeal
3. Four Step Appeal Process
4. Graduate Department Academic Appeals Committee (GDAAC)
5. Graduate Academic Appeals Board (GAAB)
6. Academic Appeals Committee (AAC)
7. Contact
Policy and Regulation

• Governing Council provides a general appeals policy called the “Policy on Academic Appeals Within Divisions” (2005).

• The SGS Calendar provides a “Graduate Academic Appeals Policy” in the General Regulations (11.0).

• Each appeal level has its own guidelines or terms of reference.
Launching an Appeal

What can be appealed?

– Any academic decision, such as grades or termination of registration

What is excluded and cannot be appealed?

– Non-academic matters, such as fees
– Decisions related to admission
– Student’s own decision to withdraw from his/her program
Four Steps of Appeal

• Step One: Informal Resolution
• Step Two: Departmental Appeal – (GDAAC)
• Step Three: SGS Appeal – Graduate Academic Appeals Board (GAAB)
• Step Four: Governing Council Appeal (AACGC)
Graduate Department Academic Appeals Committee: GDAAC

• All graduate units must have a GDAAC.
• GDAAC is comprised of 5 members: 4 Graduate Faculty Members and 1 Graduate Student. One of the Faculty Members serves as Chair.
• First step is always informal resolution: instructor, graduate coordinator
• If unsuccessful, student files in writing a Notice of Appeal and Statement to the Chair of the GDAAC, naming instructor.
Graduate Department Academic Appeals Committee: GDAAC

• Chair requests the instructor to submit a response to student statement in writing.
• GDAAC meets in person to review the submitted documents.
• GDAAC makes a recommendation in writing to the Chair.
• Chair makes a decision and informs student in writing.
• For further information, see GDAAC Guidelines:
  http://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Department-Academic-Appeals-Committee.aspx
Graduate Academic Appeals Board: GAAB

• The GAAB is delegated from the Graduate Education Council (GEC).
• Student must file a Notice of Appeal with the Secretary of the Board.
• The Graduate Unit is asked to provide a written response.
• Termination and FOE failure appeals skip the GDAAC and come right to GAAB.
• When all the evidence from both sides is submitted, the Secretary arranges a hearing before the Board.
Graduate Academic Appeals Board: GAAB

• GAAB Panel: 4 Graduate Faculty Members, One Graduate Student. GAAB Chair does not vote.
• GAAB By-laws (Guidelines) are on the SGS website and the Policy is in the SGS Calendar.
• Student may appeal one last time to Governing Council.
• For further information, see SGS website: http://www.sgs.utoronto.ca/calendar/Pages/Academic-Appeals-Policy.aspx
Governing Council - AAC

• AAC – Academic Appeals Committee
• Final step in appeal process.
• The Office of Appeals, Discipline and Faculty Grievances is responsible for managing the administration of the Academic Appeals Committee.
• Located at Simcoe Hall.
• [http://www.adfg.utoronto.ca/](http://www.adfg.utoronto.ca/)
Contact

- Emma Thacker  em.thacker@sgs.utoronto.ca
  - Secretary, Graduate Academic Appeals Board
  - Advisor, Graduate Appeals
  - Coordinator, Governance and Policy
  - Acting Secretary, Graduate Education Council

- NEW PHONE #: 416 946 3102
Thank-you.

Questions?