**Graduate Academic Appeals Board (GAAB)
Notice of Appeal**

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** and **Statement** (see page two). The statement will summarize the nature and grounds of the appeal, remedy or resolution sought, any decisions appealed against, and relevant facts and allegations. It is suggested that the appellant (student) supplement any 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 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 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:** [**http://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx**](http://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx)

**Questions? Please contact:**

Angelique Plata
Secretary, Graduate Academic Appeals Board

School of Graduate Studies, University of Toronto

Toronto, ON

Phone: 416-978-2384
E-mail: sgs.vdeanea@utoronto.ca

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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, 197. 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 or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, Rm 104, 12 Queen's Park Crescent W, Toronto, ON M5S 1A8.

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

|  |  |
| --- | --- |
| Name of Appellant: |  |
| Student Number:  |  |
| Address:  |  |
| Email Address:  |  |
| Telephone:  |  |
| Graduate Unit and Program:  |  |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , hereby appeal to the Graduate Academic Appeals Board.

I previously appealed to the Graduate Department Academic Appeals Committee (GDAAC):

[ ] yes [ ] no

The date of the GDAAC decision was: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At the hearing of the Graduate Academic Appeals Board, I plan to make representations before the Board:

 [ ] without counsel/lawyer [ ] with counsel/lawyer

The nature and grounds of my appeal, any decisions appealed against, and any relevant facts and allegations are summarized in the **attached statement**. Detailed supporting documentation may be attached. Also, I set forth the remedy I am seeking.

SIGNATURE OF APPELLANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

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