

**DEPARTMENT/SCHOOL
APPEALS SUBMISSION CHECK LIST**

APPELLANT'S NAME: _____ ID#: _____

TYPE OF APPEAL: GRADE STANDING
[For Standing appeals, check to see if there are any Grade appeals.]

DEPT/SCHOOL - PROGRAM: _____

RECEIVED AND CHECKED (DA/AA): _____ (Date)

- Appeal submitted within deadline (Deadline date: _____)
- Appeal form complete
 - Ryerson email address
 - Phone number and cell phone number
 - Grounds (If Prejudice see instructions) Date referred to DHPO _____
(Email should be sent to DHPS and student indicating that appeal is on hold pending DHPS' decision.)
 - List of submissions
 - All documents attached
 - No personal information of others without authorization
 - Letter of explanation including all parts
 - Signed and dated
- Student retained a copy of documents *(date-stamped by Faculty)*

REVIEWED BY: _____ (Date)
(Chair, UPD, or designate)

SUBMISSION: PROCESSED ___ NOT PROCESSED ___
REASON: _____

REGISTRAR INFORMED: _____ (Date)

Note: For Standing Appeals only, you must submit the required form ("Notification to Records and Registration of Standing Under Appeal") – which can be faxed, emailed or submitted in person to Donna Bell, Manager, Student Records.

APPEAL DECISION LETTER SENT TO STUDENT

Note: Decision letters must be sent to the student within five (5)-working days of the date the appeal was received. Decision letters must be dated the date it is sent and must include the following sentence: "If you disagree with this response, you may appeal to the Dean of _____ within 10 working days of the date this appeal decision was sent to you."

A copy of all Grade and Standing decision letters must be emailed to:

- Donna Bell, Manager, Student Records (include complete appeal documents) sr.appeals@ryerson.ca
- Senate (send **decision letter only**, via email to senate@ryerson.ca)
- Teaching Department
- Student's program, if course being appealed is from a different program

Date Decision letter was emailed to student: _____ (must be the same date on letter)