UNIVERSITY OF TORONTO

Notice of Appeal to the Graduate Department Academic Appeals Committee (GDAAC)

Instructions to Appellant

In order to initiate an appeal to the Graduate Department Academic Appeals Committee (GDAAC), the student must submit a completed copy of the **Notice of Appeal** form (see pages 2-3) to the Chair of the Graduate Department Academic Appeals Committee in the department in which the student is registered.

If the appeal is for a course taken outside the student's home department, the Notice of Appeal form must be submitted to the Chair of the Graduate Department Academic Appeals Committee in the Department in which the course was offered.

Graduate appeals related to failure of a final PhD examination or related to termination of registration in a program should be made directly to the Graduate Academic Appeals Board (GAAB).

The Notice of Appeal to the GDAAC must be submitted within **eight weeks** of the decision the student wishes to appeal. This notice must be signed by the appellant and will briefly summarize the nature and grounds of the appeal, any decisions appealed against, and relevant facts and allegations. Detailed supporting documentation may be attached.

Any person who is a party to an appeal may be represented by legal counsel.

For more information:

Visit the SGS website: www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx

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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 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.

UNIVERSITY OF TORONTO

Notice of Appeal to the Graduate Department Academic Appeals Committee (GDAAC)

To: Chair, Graduate Department Academic Appeals Committee	
Name of Graduate Unit:	
Address of Graduate Unit:	
Appellant (Student) Name:	Student Number:
Address of Student:	
Email:	Telephone:
Program:	
Statement of the decision you are appealing (attach separate pages if additional space is needed):	
Name(s) of the person(s) who made the decision, if known to you:	
Date the decision was communicated to you: This completed form must be submitted within eight weeks of the decision the student wishes to appeal.	
Statement of the resolution you are seeking on appeal (attach separate pages if additional space is needed):	

Statement of the reason(s) why you think the decision was incorrect. Please include a statement about why your proposed resolution would be appropriate, including any arguments you wish to advance in support of the appeal (attach separate pages if additional space is needed)

List and attach copies of any documentary evidence in your possession for the Committee to consider: (attach separate pages if additional space is needed)

Will you be represented by legal counsel?

☐ No

☐ Yes, I will be represented by (name of legal counsel):

List of witnesses (if any):

I hereby appeal to the Graduate Department Academic Appeals Committee. The nature and grounds of my appeal, any decisions appealed against, and relevant facts and allegations are provided here. Detailed supporting documentation may be attached.

Signature of Appellant (student):	Date:

NOTE: Please attach separate pages if additional space is needed.

Freedom of Information and Privacy Act: www.rosi.utoronto.ca/fippa.php