

APPENDIX 1 – PRE-APPEAL PROCEDURES & APPEAL TIMELINES

Pre-appeal procedure: A student who wishes to appeal a matter listed below must first submit their request to the decision maker listed under ‘1st recourse’. If the student is not satisfied with the decision of the decision maker, the student may appeal to the next level of recourse. Appeals must include all forms, documents and decision letters from previous level(s) of appeal.

Appeal timelines: Appeals must be submitted to the decision maker listed under ‘1st recourse’ by the appeal submission deadline listed below. Where there is no applicable deadline, appeals must be submitted prior to graduation.

Decision being appealed	1 st recourse	2 nd recourse	3 rd recourse	4 th recourse	Appeal submission deadline
Final grades (undergraduate)	Course instructor	Chair of the Department or Director of the Program (where Chair is the course instructor, the Chair shall designate an Acting Chair for the appeal)	Dean	Student Appeals Board	Within 90 days of the official release of grades by the Office of the Registrar
Final grades (graduate)	Course instructor	Graduate Program Director	Faculty Dean & Dean of Graduate Studies jointly	Student Appeals Board	Within 30 days of the posting of grades by the Faculty of Graduate Studies.
Exemption from departmental degree requirement (undergraduate)	Chair/Director of the student’s major Department / Program. (Combined majors may be appealed to the	Dean of the Faculty	Student Appeals Board	N/A	N/A

Decision being appealed	1st recourse	2nd recourse	3rd recourse	4th recourse	Appeal submission deadline
	Department / Program directly affected by the request for an exemption.)				
Exemption from program requirement (graduate)	Graduate Program Director of the student's program	Faculty Dean and the Dean of Graduate Studies jointly	Student Appeals Board	N/A	N/A
Exemption from a University or Faculty degree requirement (undergraduate)	Dean of the Student's Faculty	Student Appeals Board	N/A	N/A	N/A
Exemption from a University or Faculty degree requirement (graduate)	Appropriate Faculty Dean and Dean of Graduate Studies jointly	Student Appeals Board	N/A	N/A	N/A
Application for special consideration from academic suspension, academic debarment (undergraduate)	Student Appeals Board	N/A	N/A	N/A	N/A
Graduate Program Committee academic standing decisions	Faculty Dean and Dean of Graduate Studies jointly	Student Appeals Board	N/A	N/A	N/A

Decision being appealed	1st recourse	2nd recourse	3rd recourse	4th recourse	Appeal submission deadline
(probationary decisions and required withdrawal)					
Backdated withdrawal (undergraduate)	Registrar or designate	Dean of the student's Faculty	Student Appeals Board	N/A	Within 90 days of the last day of examinations
Backdated withdrawal (graduate)	Associate Dean, Faculty of Graduate Studies	Dean of Graduate Studies	Student Appeals Board	N/A	Within 30 days of the last day of classes
Retroactive Registration (undergraduate)	Registrar	Dean of the student's faculty	Student Appeals Board	N/A	Prior to the last day of examinations
Retroactive Registration (graduate)	Associate Dean, Faculty of Graduate Studies	Dean of the Faculty of Graduate Studies	Student Appeals Board	N/A	Prior to the last day of the course duration
Academic integrity findings & outcomes (undergraduate)	Student Appeals Board	N/A	N/A	N/A	Within 30 days of the date of the letter informing the student of the decision of the Dean's Office/ Associate Dean

Decision being appealed	1st recourse	2nd recourse	3rd recourse	4th recourse	Appeal submission deadline
Academic integrity findings & outcomes (graduate)	Faculty Dean & Dean of the Faculty of Graduate Studies jointly	Student Appeals Board	N/A	N/A	Within 30 days of the date of the letter informing the student of the decision of the Dean
Academic decisions	Dean of the Faculty	Student Appeals Board	N/A	N/A	Within 30 days of the date of the letter informing the student of the academic decision