INTENTION TO APPEAL TO THE ACADEMIC APPEALS BOARD

If you have received a denied petition decision from the Committee on Examinations, you may appeal to the Academic Appeals Board within 30 days of receiving your notification in person, to GB 157.

Once you have submitted your intention to appeal, the Office of the Registrar will forward your appeal to the Committee on Examinations to review with three possible outcomes:

1) Accommodate part or the entire original petition request,
2) Suggest a mediated resolution,
3) Find no new pertinent information has been added by the intent to appeal and forward the request for an appeal hearing to the Academic Appeals Board if the student wishes to pursue the appeals process further.

TO BE COMPLETED BY STUDENT:
Please print clearly.

Student Number: __________________    Email:_____________________________
Mr./Ms. Given Names: _______________________ Surname:____________________
Phone: (______)_____________________
Program: ____________________________Year: □ First □ Second □ Third □ Fourth
ID of petition being appealed: ________       Original date petition was submitted: _________
(check)

☐ Met with academic advisor and understand the reasons for petition denial
☐ Attaching letter explaining grounds for appeal
☐ Attaching new documentation or evidence to support appeal (lack of new evidence is grounds for appeal denial)

I understand the reason for my petition denial is (attach letter if more space is needed):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature: _____________________________            Date: ______________________
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TO BE COMPLETED BY AN ACADEMIC ADVISOR:

Academic Advisor: __________________     Signature:________________          Date:________________

→ Please return the completed form to the Registrar’s Office (GB 157) immediately ←

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TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR:

Received by: _________________________ Date: __________________________

Galbraith Building, 35 St. George Street, Room 157, Toronto, ON Canada
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