YORK UNIVERSITÉ UNIVERSITY **Senate Appeals Committee**

Senate Appeal Form

Student Information

Student Number		Last Name/Family Name		Given Name(s)	
Telephone		E-mail		Home Faculty	

Are you graduating this year? ☐ No ☐ Yes If yes, select one: ☐ June ☐ October

Which Faculty decision are you petitioning?

Faculty decision being appealed (e.g., denial of late withdrawal, breach of academic honesty; waiver)

Date of Faculty decision being appealed:

Course(s) (if applicable). Please include complete course number(s):

Outcome requested:

Grounds for appeal (See SAC Procedures for details):

1. Faculty committee had no jurisdiction ☐
2. Denial of natural justice ☐
3. Inconsistent application of relevant regulations ☐
4. New Evidence ☐

Letter of appeal (mandatory) giving details of appeal grounds and specific outcome you are seeking [e.g., late withdrawal, waiver of debarment, early lifting of debarment]. Letters should address the reasons that the Faculty gave for denial.

Documents to be submitted with petition	Included	Not Applicable	Office Use
SAC Appeal Letter **(mandatory)** including "special circumstances for late appeal"	☐		
SAC Appeal Form **(mandatory)**	☐		
New Evidence	☐		
1.	☐		
2.	☐		
3.	☐		
Attending Physician's Statement **(original only)**	☐		
Counsellor Statement	☐		

PLEASE NOTE: Do NOT submit material from your petition or appeal to your Faculty. The Senate Appeals Committee will obtain this.

SUBMISSION INFORMATION/DEADLINE

This Notice of Appeal must be filed with the Committee no later than 5:00 pm on the 30th day after receipt of the decision being appealed; if the University is not open, the deadline is the next regular business day of the University at 5:00 pm. This Notice and appeal document may be submitted by e-mail to appeals@yorku.ca or at the University Secretariat, 1050 Kaneff Tower, Keele Campus. If new evidence is submitted, the originals must be made available to the committee on request.

I declare that the information on this form and all statements in the attached petition letter and supporting documentation are true, complete and accurate. I understand that any misrepresentation of this information may lead to a charge of breach of academic honesty. I consent to the disclosure by York University of personal information including the information I have given on this form and the associated supporting documentation to members of the Senate Appeals Committee and relevant administrative staff.

Student's Signature		Date (dd/mm/yy)	

Protection of Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965*. The information will be used to process and adjudicate your petition or appeal, and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Secretary, Senate Appeals Committee via email at appeals@yorku.ca.

Office Use Only Date Received: Initials: