



# 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

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

Date of Faculty decision being appealed: \_\_\_\_\_ Faculty issuing decision, if not home Faculty

Course(s) (if applicable). Please include complete course number(s); session; term; section and number of credits

Outcome requested: ( e.g. removal of course from transcript, reinstatement, alternate penalty for breach of academic honesty.

If a hearing is held I will attend    Yes    No

**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- please specify below

Letter of appeal (mandatory) giving details of appeal grounds and specific outcome you are seeking [e.g., late withdrawal, waiver 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 ( <b>mandatory</b> )			
SAC Appeal Form( <b>mandatory</b> )			
New Evidence (Please specify)			
1.			
2.			
3.			
Attending Physician's Statement ( <b>original only</b> )			
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 30<sup>th</sup> 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](mailto: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)
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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](mailto:appeals@yorku.ca).

**Office Use Only** Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_