

Worried about your Grades or Standing?

Appeals deadlines for Winter 2021 courses:

**For All Students:
Tuesday, May 25th, 2021 at 4:00pm**

Need to appeal? Speak to your instructor or program director and check out the following workshops:

Academic Probation, RTW, PPW: What are my options?

Everything you need to know about improving and appealing your academic standing and accessing University resources available to you.

Friday, May 14 12-2pm

Tuesday, May 18 5-7pm

How to Write a Strong Appeal

Learn how to draft an appeal letter.

Thursday, May 13 5-7pm

Wednesday, May 19 12-2pm

All workshops will be held via ZOOM webinar. Please RSVP at mycesar.ca/academic

For more info, email

RSU's Student Issues & Advocacy Coordinator, advocacy@rsuonline.ca
OR CESAR's Student Rights Coordinator, studentrights@mycesar.ca



APPEAL PACKAGE ATTACHED →

GRADE & STANDING APPEAL INFORMATION PACKAGE

This is a FREE service offered by your Students' Union.

Table of Contents

Topic	Page
What is an Appeal?	3
Grounds for an Appeal	6
Appropriate Resolutions.....	9
Appeal Process and Levels.....	11
Appeal Task List	13
Template Letter for Grade Appeal.....	14
Template Letter for Standing Appeal	16
Forms and Links	18

This information package is to be used as an introduction and guide to Grade and Standing appeals at Ryerson University. It outlines which policies, forms and procedures you may need to use as a student throughout the appeal process. This is not an exhaustive list of Ryerson University policies and procedures.

For a comprehensive list of Ryerson University academic policies visit the Senate website:

ryerson.ca/senate/PoliciesAlpha.html

Ryerson University also publishes a Student Guide that summarizes the policies and procedures:

ryerson.ca/studentguide

Part-Time or C.E. students, contact the CESAR advocate:

Lyndall Musselman
Student Rights Coordinator

studentrights@mycesar.ca
416-979-5000 x. 7056

mycesar.ca/advocacy/appeals/

Full-time student or Graduate students, contact the RSU Advocate:

José González
Student Issues and Advocacy Coordinator

advocacy@rsuonline.ca

To book an advocacy appointment:
ryersonstudentsunion.setmore.com

rsuonline.ca/academic-advocacy

What is an Appeal?

A Grade Appeal and Standing Appeal are different. The following guide is to assist you with determining whether you have grounds for an appeal and how to file a strong appeal. As a Ryerson student, **you have the right to appeal.**

All students encounter issues during a semester that impact their academic performance and although these issues may be significant to you, they may not apply in the context of Ryerson Policy. Therefore, before you decide to submit an appeal, you must assess if you qualify under the Ryerson University grounds for appeal.

The University has a policy that governs the appeal process for undergraduate & graduate students:

Grade and Standing Appeals, Policy # 168
ryerson.ca/content/dam/senate/policies/pol168.pdf

*FEAS, FOS, TRSM and FOA students may submit academic grade and standing appeals through the on-line academic appeals portal at:
cas.ryerson.ca/login?service=https%3A%2F%2Fprod.apps.ccs.ryerson.ca%2Fsenateapps%2Fj_spring_cas_security_check&renew=true

*For FCAD, FCS, Law, CE and Graduate Studies students: All Department/Program/School level, Faculty level, and Senate level grade and standing appeal submissions must be scanned and emailed.

- Department level appeals must be emailed to your Department/School/Program Chair or Directors.
- Faculty level appeals must be emailed to your Associate Dean.
- Senate level appeals must be submitted to senate@ryerson.ca

Is a Grade Appeal Right for you?

A Grade Appeal is your opportunity to appeal the final grade in a specific course. You can file multiple Grade Appeals at the same time and also submit a Standing Appeal if it is applicable to your circumstances.

A Grade Appeal is submitted to the department/program in which the course is offered or the Chang School if it is a continuing education course.

There are four (4) grounds that you can submit a Grade Appeal on:

- Extenuating Circumstances
- Course Management
- Prejudice
- Procedural Error

Each ground is explained under "Grounds for an Appeal (page 6)". If you are not sure what your grounds are, you may not have valid grounds according to the Ryerson University policy and are not eligible for an appeal.

Is a Standing Appeal Right for you?

Undergraduate Students

A Standing Appeal challenges your current standing of either RTW or PPW. Similar to a Grade Appeal, a Standing Appeal must be filed on at least one appeal ground. Students must also show "substantive reasons why their current standing is NOT appropriate."

To understand why your standing may have changed, it is essential to read and understand **Policy 46: Policy on Undergraduate Promotion, Grading and Academic Standing (The "GPA Policy")**
ryerson.ca/senate/policies/pol46.pdf

Your academic standing depends on your overall GPA which is usually affected by one or more poor grades. Therefore, a Standing Appeal is usually accompanied by one or more Grade Appeals to challenge the grade that caused the change in standing. A Standing Appeal is submitted to your home department.

Students are always encouraged to submit both a Grade Appeal and a Standing Appeal as they can be filed on the same grounds but require different appeal letters. A Standing Appeal will not be considered until a decision on the Grade Appeal is received. Or for graduate students, grade and standing appeals can be considered concurrently if decided by your Program Director.

There are three (3) grounds that you can submit a Standing Appeal on:

- Extenuating Circumstances
- Prejudice
- Procedural Error

Note: Course management is not a ground for a Standing Appeal as it relates specifically to a course.

Each ground is explained under “Grounds for an Appeal (page 6)”.

Informal Resolution: Avoid a Formal Appeal

Before you consider submitting an appeal, you generally must email or meet with your instructor or the Chair/ Director of your Department/ School/ Program. This is a good opportunity to establish your case and obtain an immediate or informal resolution. If you are unable to meet with your instructor or the Chair/ Director prior to submitting an appeal, ensure that you have documented email correspondence that indicates you have attempted to discuss the issue as it will have weight in the later process because it demonstrates that you have been proactive and have taken steps to resolve the issue informally.

Remember to follow up meetings, discussions and outcomes via email. Keep a **paper trail and ensure that you are following up with your instructor or Department/School.**

Notify your instructor of concerns that negatively impact your academic performance as soon as it is an issue, otherwise the success of the appeal may be jeopardized.

How Long Does the Process Take?

The process can take anywhere from 1 month to 3 months (sometimes more) – as it depends on how many levels of appeal you go through. Once you submit your appeal package, it typically takes about ten (10) business days to get a response. Upon receiving a response, if you wish to appeal to the next level, you will have another ten (10) business days to submit an appeal and so forth.

Grade and Standing Appeal Deadlines

Upcoming Undergraduate deadlines for the academic year:

Winter 2021

Tuesday, May 25th, 2021 at 4:00pm

*All students may submit academic grade and standing appeals through the on-line academic appeals portal at:
cas.ryerson.ca/login?service=https%3A%2F%2Fprod.apps.ccs.ryerson.ca%2Fsenateapps%2Fj_spring_cas_security_check&renew=true

Winter 2021 Workshops Dates:

Academic Probation, RTW, PPW:

What are my options?

Friday, May 14th, 2021 at 12pm to 2pm

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How to Write a Strong Appeal

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Please RSVP at mycesar.ca/academic

Policy 60

Academic Integrity

ryerson.ca/content/dam/senate/policies/pol60.pdf

Policy 60

Procedures: Academic Integrity

ryerson.ca/content/dam/senate/policies/pol60-procedures.pdf

Policy 61

Student Code of Non-Academic Conduct

ryerson.ca/content/dam/senate/policies/pol61.pdf

Policy 135

Examination Policy

ryerson.ca/senate/policies/pol135.pdf

Policy 150

Accommodation of Student Religious, Aboriginal and Spiritual Observance

ryerson.ca/senate/policies/pol150.pdf

Policy 159

Academic Accommodation for Students with Disabilities

ryerson.ca/senate/policies/pol159.pdf

Policy 166

Course Management

ryerson.ca/senate/course-outline-policies/course-management-policy-166/

Policy 167

Academic Consideration

ryerson.ca/content/dam/senate/policies/pol167.pdf

Policy 168

Grade and Standing Appeals

ryerson.ca/content/dam/senate/policies/pol168.pdf

Policy 168

Procedures for Grade and Standing Appeals

ryerson.ca/content/dam/senate/policies/pol168_procedures.pdf

Stay Informed: Ryerson Policies

There are several policies that are important in the appeal process. Here are some of the most commonly referred policies.

Policy 46

Undergraduate Grading, Promotion, and Academic Standing (The "GPA Policy")

ryerson.ca/senate/policies/pol46.pdf

Grounds for an Appeal

To successfully appeal a grade and/or standing, it must be based on a valid reason referred to as a "ground" (Policy 168: Grade and Standing Appeals Policy) and accompanied with supporting documentation.

The following information will assist you with determining whether you have grounds for an appeal. Everyone's situation is different and depending on your circumstances you may be able to resolve the issue without having to file an appeal. Always try to speak with your instructor and/or School/Department first and try to resolve the situation informally.

Valid grounds for a Grade Appeal:

- Extenuating Circumstances
- Course Management
- Prejudice
- Procedural Error

Valid grounds for a Standing Appeal:

- Extenuating Circumstances
- Prejudice
- Procedural Error

Note: Course management ground is only valid for a Grade Appeal as it relates to a specific course.

With the exception of procedural error or prejudice, no grounds can be added to any subsequent level of the appeals process (ie. you cannot add medical as grounds for appeal at the Senate Level if it was not listed as the grounds for appeal at the Department Level). However, you can list multiple grounds in one appeal.

Critically consider your situation and be sure to select the most appropriate grounds of appeal when you submit your departmental/program level appeal.

Ground: Extenuating Circumstances

An appeal on Extenuating Circumstances grounds must include documentation from a registered health professional and clearly explain how the condition directly affected your academic performance during the semester. Students have 3 working days to submit medical documentation to the University but have to inform their instructor or School/Department as soon as the situation arises.

Students have to submit a completed Ryerson Health Certificate (ryerson.ca/senate/forms/medical.pdf) or a letter from a certified health professional on letterhead with the same information as the **Ryerson Health Certificate**.

The Ryerson Health Certificate can be filled out by your family doctor or if you don't have one, you can visit the Ryerson Medical Centre located at Kerr Hall West, KHW181, 350 Victoria Street, Toronto Ontario (416-979-5070).

A regulated health professional, such as a psychologist, therapist, or chiropractor, can also complete the Ryerson Health Certificate.

Questions to consider and help you determine whether you have Extenuating Circumstances grounds:

Question 1 Yes | No
Do you have documentation for a health condition that occurred during the semester?

Question 2 Yes | No
Did you speak with your instructor, Chair/Director and/or Ryerson University staff person as soon as you realized your health condition was affecting your academic performance? If no, contact someone immediately to discuss how your condition affected your ability to perform academically.

Question 3 Yes | No
Do the dates in which you have documentation correspond to the due dates for assignments, tests or exams?

Question 4 Yes | No
If you answered "Yes" to Question 3; Are your grades on these assignment, tests or exams reflective of your overall knowledge in the course?

Question 5 Yes | No
Is your health condition a chronic (long term) or acute (short term) condition?

Question 6 Yes | No
If your condition is chronic, have you investigated possibilities to ensure this conditional will not affect your academics in the future? Have you consulted Academic Accommodation Support?

Question 7 Yes | No
Can you explain with supporting documentation the duration of your condition and how it impacted your ability to perform academically during the semester with concrete examples?

If you answered **yes** to the majority of the questions, you may have valid Extenuating Circumstances grounds for an appeal.

Ground: Extenuating Circumstances

An appeal on Extenuating Circumstances grounds may be filed when there are extenuating circumstances beyond a student's control that make it difficult for the student to meet an academic obligation and perform well in the course or semester. Generally, employment commitments are not included unless it is a result of a more complex issue.

Questions to consider and help you determine whether you have Extenuating Circumstances grounds:

Question 8 Yes | No
Did you speak with your instructor as soon as these circumstances arose?

If no, go and speak with your instructor before making an appeal. It is possible that they may be able to make accommodations. Speaking to them will also give you the opportunity to review your work with them and determine what went wrong during the semester. After you speak with them continue filing your appeal.

Question 9 Yes | No
If you answered "Yes" to question 8; were you granted academic consideration that met your needs in the course?

Question 10 Yes | No
Do you have documentation that these circumstances affected your academic performance during the semester?

Question 11 Yes | No
Does your documentation indicate when and how these circumstances impaired your ability to meet academic obligations?

If you answered **yes** to the majority of these questions you may have valid Extenuating Circumstances grounds for an appeal.

Ground: Prejudice

An appeal on Prejudice grounds can be filed when you experienced discrimination on the basis of race, sex, sexual orientation, and other grounds covered under the Ontario Human Rights Code. If you are filing on the grounds of prejudice, your case will be postponed until a report is filed by Human Rights Services on campus.

Questions to consider and help you determine whether you have Prejudice grounds:

Question 12 Yes | No
Do you feel that an instructor has violated the Ontario Human Rights Code and this violation has impacted your academic performance?

Question 13 Yes | No
If you have answered "Yes" to question #12; have you visited Human Rights Services?

Human Rights Services will conduct a formal investigation on your claim and file a report. If the report is in your favor, you can use the information and any recommendations made as part of your appeal.

Contact Human Rights Services

Email: humanrights@ryerson.ca

Phone: 416-979-5349

Office: POD-254-A

Ground: Procedural Error

An appeal on Procedural Error grounds can be filed if you believe that an error was been made in the application of either Policy 168: Grade and Standing Appeals Policy or any other policy at Ryerson University including specific program policies such as course variations which can be found in the Undergraduate or Graduate Calendar (ryerson.ca/calendar/).

Questions to consider and help you determine whether you have Procedural Error grounds:

Question 14 Yes | No
Do you have evidence that Procedural Error occurred in a course?

Question 15 Yes | No
Can you reference the academic regulation or policy that was improperly applied or not followed?

If you answered **yes** to both of these questions you may have valid Procedural Error grounds for an appeal.

Ground: Course Management

An appeal on Course Management grounds can be filed if you believe that Policy 168: Grade and Standing Appeals Policy was violated. Course Management grounds can only be filed for a Grade Appeal as the circumstances surrounding the appeal are course related.

Questions to consider and help you determine whether you have Course Management grounds:

Question 16 Yes | No
At any point in the semester did your instructor deviate significantly from Ryerson University course management policies or course outline?

Question 17 Yes | No
Did the deviation from the course management policy or course outline impact your ability to do well in a test or assignment? Do you believe the change resulted in a significant loss of marks?

Question 18 Yes | No
At any point of the semester did your instructor demonstrate personal bias or unfair treatment towards you which you feel adversely affected your grade?

Question 19 Yes | No
If you answered "Yes" to questions 16, 17, or 18; did you speak with the Chair/Director of your program to attempt to resolve the issue?

If no, contact them immediately before you consider an appeal on these grounds.

Question 20 Yes | No
If you answered "Yes" to questions 16, 17, or 18; do you have written documentation eg. Email, course outline, or other course related materials which support your claim?

If no, it is important for you to evaluate your case and determine if you can reasonably prove your claims. If not, you may not have grounds to file an appeal under course management.

If you answered **yes** to the majority of these questions you may have valid Course Management grounds for an appeal.

Appropriate Resolutions

Each appeal submitted must identify a resolution or outcome that you hope to achieve. Here are several tips for appropriate resolutions, but remember that each appeal is unique and circumstantial and will have different resolutions.

Your resolution should be reflective of the time period that you have filed grounds on. For instance, if you have filed a grade appeal on medical grounds for a condition that only affected you on your final exam; you would not request a retake of an assignment that was due prior to the medical situation.

Offer Multiple Resolutions and Indicate a Preference

You can always indicate more than one possible resolution; however it is important that you indicate the resolutions you deem appropriate and suited to the situation. For instance, for a course that you are failing you may want to ask for a retake of the final exam, or if deemed inappropriate, a retroactive drop of the course. Again, make sure that the resolution matches the grounds and accurately reflect a solution to the issue.

Remember that not all resolutions will result in a positive outcome. A formal re-grading by a neutral third-party can result in a lower mark than the initial assessment.

No Grade-bump

Under no circumstances can you request a “grade-bump”. Ryerson University is strict in its policy that marks are earned, not rewarded. You cannot request additional marks or increases of grades without indicating that they are earned. The alternative to this request may be retaking an assessment or regarding an assessment. Again, the resolution must match the grounds that you are filing an appeal on.

General Rules on Resolutions

All resolutions must follow Ryerson policy. You cannot request a resolution that violates Ryerson University, Faculty or Department policy. Determining the appropriate resolution can sometimes be a difficult task.

Grade Appeal Resolutions

A Grade Appeal resolution has to be related to the course. Some possible resolutions are (this list is not exhaustive):

- Retaking or resubmission of test, exam, assignment
- Request an Incomplete (INC) to finish outstanding requirements for the course
- Reassessment of test, exam, assignment
- Reassessment of test, exam, assignment by neutral third-party
- Completing a supplementary assignment to indicate comprehension of course work
- Redistribution of weight of assignments towards final grade
- Put forward an example of how the components should be re-weighted.
- Retroactive course withdrawal (consider whether or not course fees should be refunded – note, if you completed the majority of the course requirements and participated in the class, this may not be a reasonable option to request)

Standing Appeal Resolutions

A Standing Appeal resolution focuses on your academic status that you receive at the end of term. The most common resolution is to request to return to your program on a probationary. However, your resolution may be different contract based on your circumstances. Here are some hints in considering resolutions:

- **A standing appeal is focused on your academic standing, not any particular grades.** Remember that your resolution is reflective of your entire University experience; the resolution should not emulate resolutions at a Grade Appeal level. In other words, the appeal should not be asking for a re-grading, retroactive course drop, etc. Consider submitting complimentary grade appeals if relevant.
- **A standing appeal should focus on why the resolution is appropriate.** Do not forget to justify why the resolution you are offering is fair. Often, this means justifying why returning to probationary standing is the right option for you. Make sure to indicate steps that you have taken to ensure academic success and explain how past circumstances have been addressed.
- **All resolutions must follow Ryerson policy.** You cannot request a resolution that violates Ryerson's, faculty or school/department policy.
- **Students in the Fresh Start program may not appeal their Standing.**

Appeal Process and Levels

Submitting a Grade and/or Standing Appeal can be very time consuming and the timeline to submit an appeal is tight. A list of appeal deadlines can be found on Page 5 of this Guide. Familiarize yourself with the relevant policies.

If you are an undergraduate student, start with Policy 168: Grade and Standing Appeals Policy) Grade and Standing Appeals:
ryerson.ca/content/dam/senate/policies/pol168.pdf.

Attention Science, FEAS and TRSM Undergraduate Students:

There is an **online** submission process for grade and standing appeals for Faculty of Science, Faculty of Engineering and Architectural Science, and Ted Rogers School of Management students to appeal final grades from courses taught within your faculty, or to appeal your academic standing.

NOTE: this does not apply to Chang School courses or any courses outside of the Faculty of Science or FEAS (i.e. if a student from either of these faculties wants to appeal their grade from an English course, it would still have to be submitted in the standard in person format to the English department).
(ryerson.ca/senate/StudentInfo/AcademicGradeandStandingAppealsOnlineSubmission/)

If you are a graduate student, start with Policy 168: Grade and Standing Appeals Policy) Grade and Standing Appeals:
ryerson.ca/content/dam/senate/policies/pol168.pdf.

Once you determine your grounds you might have to read additional policies:
(ryerson.ca/senate/policies for Course Management policy, Academic Accommodation of Students with Disability, etc.)

At a minimum each appeal submitted is accompanied with Ryerson University appeal forms (prod.apps.ccs.ryerson.ca/senateapps/), an appeal letter and relevant supporting documentation

Important: Late or incomplete appeals may be dismissed and not accepted.

Normally, appeals must be submitted in-person unless prior arrangements were made with the Department/ School, however due to COVID-19 restrictions all students must submit appeals digitally, either through the online system as described previously for TRSM, FEAS, or Science students, or via email directly to the relevant department or directly to the decision maker (Chair/Director of program).

There are three levels where an appeal can be considered:

- Department level, Faculty level and Senate level for undergraduate students.
- For graduate students, the three levels are Program, Faculty, and Senate level of appeals.

Level 1: Department/Program Level Appeal

Your Grade Appeal goes to the school/department/program that the course is taught. For a Standing Appeal, your appeal is submitted to your home department/program. The Chair/ Director of the Program reviews your appeal and investigates the issue before making a decision.

Important: All Chang School course appeals are

submitted to the Chang School via the email ce@ryerson.ca.

Your appeal includes:

- Department/program Grade or Standing Appeal Form, or C.E. grade appeal form
- Appeal letter
- Supporting documentation

Level 2: Faculty Level Appeal

At this level of appeal, you are appealing on the same grounds in addition to disputing the way the decision was made at the school/department/program level. Your appeal of the school/department/program decision goes to the faculty division responsible for the subject area.

Your appeal includes:

- Faculty grade or standing appeal form
- New Appeal Letter explaining why you dispute the decision you received
- New supporting documentation (if applicable)
- Decision Letter from school/department/program level
- Entire school/department/program level appeal package

Level 3: Senate Level Appeal

This level of appeal is not guaranteed. Again, at this level you are appealing on the same grounds in addition to disputing the decision made at the Faculty level. The Secretary of Senate will review the appeal to determine if (a) it is complete, (b) within the deadline, and (c) if the student has not indicated where the error was in the previous Faculty decision, the Secretary will dismiss the appeal. A panel can be convened to determine whether the appeal should be dismissed or to schedule a hearing.

If your appeal is accepted by the Secretary of Senate, a hearing will be scheduled to review your appeal by a panel of two (2) faculty members and one (1) student. Upon submitting your Senate level appeal,

the previous decision makers (from both earlier levels of appeal) will be given an opportunity to develop a response to your appeal. A hearing will be scheduled with at least ten (10) days' notice, where you will be able to pick up the complete appeal package (with the new response included), normally five (5) days prior to hearing. The hearing is scheduled for two (2) hours to allow for opening and closing statements and a question period. You have the right to bring the RSU or CESAR advocate or Legal Council at a hearing if desired.

Your appeal includes:

- Senate grade or standing appeal form
- Senate grade or standing checklist
- New Senate Appeal letter
- New supporting documentation (if applicable)
- Decision Letter from faculty
- Entire faculty
- Decision letter from school/department/program level
- Entire school/department/program level appeal package

Important: The decision at the Senate Level is final and binding.

A Senate decision can be reviewed by the Office of the Ombudsperson if you believe that a policy and/or procedure was not followed and/or you feel that you have been treated unfairly.

You can contact the Office of the Ombudsperson at:
Oakham House, 2nd Floor, OAK 215/216
63 Gould St. (at the corner of Church St.)
Toronto, ON
M5B 1E9

Website: ryerson.ca/ombuds/

Appeal Task List

Please use this task list to guide you through the appeal process. An incomplete appeal can be delayed or dismissed. **ALL APPEALS MUST BE SUBMITTED IN PERSON.**

Prior to Submitting an Appeal

Did you speak with your instructor/Program Chair/Director to discuss your situation?

Yes | No

Does your appeal meet one of the grounds for an appeal?

Yes | No

Do you have evidence to support the claim(s) in your appeal?

Yes | No

If you are filing a Standing Appeal, have you considered also filing a Grade Appeal? Grade and Standing appeals are handed in at the same time and Grade Appeals are assessed first.

Yes | No

Have you read all relevant policies?

Yes | No

If you are appealing on course management grounds, read Policy Policy 168 Grade and Standing Appeals (ryerson.ca/content/dam/senate/policies/pol168.pdf.)

Yes | No

If you are appealing your standing, read Policy 46 the Policy on Undergraduate Grading, Promotion, and Academic Standing (the "GPA Policy") (ryerson.ca/senate/policies/pol46.pdf)

Yes | No

Meet with the RSU advocate or CESAR to discuss your case and appeal.

Yes | No

Submitting Your Appeal Package and Writing Your Appeal Letter

As a student it is your responsibility to submit a complete appeal package including all documentation (evidence) to support your claims. Here is a checklist to help you create a strong appeal submission.

Write an appeal letter using this guide and the template letter provided.

Yes | No

Have you written a different appeal letter for each Grade and/or Standing appeal?

Yes | No

Do you have all supporting documentation? Does your appeal letter explain the supporting documentation submitted with your appeal?

Yes | No

Fill out the correct appeal forms. You need to fill our separate forms for each appeal submitted: ryerson.ca/senate/forms

Yes | No

Make two copies of your appeal package. Submit one to the Department/School in person and then get the other one time stamped to keep for your records.

Yes | No

Template Letter for Grade Appeal

[Date]

[Name of Chair/Director]

[Name of Department/Program]

Ryerson University

RE: Grade Appeal - Departmental Level [COURSE CODE]

Dear [NAME OF CHAIR/DIRECTOR],

<<Introduction>>

I am appealing my grade for the course [insert name of course], [insert course code], taught by instructor [insert name of instructor] taken in the [insert the term and year] on the ground(s) of [insert the relevant ground(s)].

<< Paragraph #1: Present your Argument>>

*This paragraph addresses **section A** of the grade appeal form. It requests that you outline the grounds for appeal, be as specific as possible.*

The reason for my appeal is

Suggestions:

- *Clearly explaining the grounds upon which you will be appealing (eg. medical grounds.)*
- *What happened*
- *How it affected your performance as a result*
- *Outline supporting documentation - this is helpful to verify what happened*
- *Always relate your descriptions of events back to your original grounds for appeal*

<< Paragraph #2: Preventative Measures Taken>>

*This paragraph addresses **section B** of the grade appeal form. It requests that you outline the steps/actions you took to deal with unforeseen situation during the semester which had a serious impact on your grade in this course. Be specific with dates, documents, and email correspondence or recount verbal communication from your perspective.*

For example, a student who was ill and missed a final exam should outline that they emailed the professor prior to the final exam, and explain that a health certificate was submitted within 3 business days to the department.

The actions I took to resolve this issue before I filed an appeal were...

Suggestions:

- *Explain who you talked to from your course or department (eg. Professors and/or Program Director to alert them to the troubles you were experiencing)*
- *If you did not raise the issue with anyone, provide reasons why you did not raise the issue throughout the semester*
- *Explain the services at Ryerson that you used to help solve your problems (eg. Academic Accommodation Support, Writing Centre, Counseling Centre, etc)*

<< Paragraph #3: The Resolution >>

This paragraph addresses section C of the grade appeal form. It requests that you explain what you believe is a fair way to solve this problem. Note: Grades cannot be increased without a supplementary piece of course work being submitted or a reassessment of course work already submitted.

As a result of the above stated occurrences/illness/incident, I am requesting an opportunity to improve my grade by...

Suggestions:

- *Reassessment, retake or resubmission of test, exam, assignment*
- *Having your assignment re-graded by a neutral third party*
- *Completing a supplementary assignment*
- *Redistribution of grade breakdown*
- *Being granted a retroactive course removal*

<<Conclusion >>

Finish your letter by re-iterating how and why your grounds for appeal are valid and why the resolution you presented is appropriate.

Should you wish to contact me, I can be reached at [Insert phone number] or via email at [insert email address].

Thank you for your time and consideration.

Sincerely,

[Full Name]

[Student ID]

Template Letter for Standing Appeal

[Date]

[Name of Chair/Director]

[Name of Department/Program]

Ryerson University

RE: Standing Appeal - Departmental Level

Dear [NAME OF CHAIR/DIRECTOR],

<<Introduction>>

I am appealing my standing of [insert type of standing – RTW/PPW] in the [insert semester] on the ground(s) of [insert the relevant ground(s)].

<< Paragraph #1: Consider the Context>>

Provide a brief overview of your academic history at Ryerson. If you are in a situation where you are Required to Withdraw or Permanently Withdrawn, it is likely that you had trouble with your grades and standing in the past. Explain what happened that lead you to be on probationary standing in the current semester. This sets the stage to explain why the incident which affected you in courses this semester has had a domino effect, leading to the standing change you are appealing.

<< Paragraph #2: Present your Argument>>

*This paragraph addresses **section A** of the standing appeal form. Explain your grounds for appeal. What happened that caused your standing to change?*

<< Paragraph #3: The Preventative Measures Taken>>

*This paragraph addresses **section B** of the standing appeal form. It requests that you outline the steps taken to prevent the situation you experienced from impacting your grades and therefore your standing. You should include a discussion of the probationary contract you signed, and what steps you took (if any) to avoid violating the probationary contract. Be specific and add email correspondence or recount verbal communication from your perspective.*

<< Paragraph #4: The Resolution >>

*This paragraph addresses **section C** of the standing appeal form. It requests that you outline what actions you would like to be taken with respect to your standing. Normally, you suggest that your standing be returned to probationary status.*

<<Conclusion >>

Explain your passion for the program and why you will not repeat the mistakes of the past if placed back on probationary status. Outline the steps you will take to ensure success.

Should you wish to contact me, I can be reached at [Insert phone number] or via email at [insert email address].

Thank you for your time and consideration.

Sincerely,

[Full Name]

[Student ID]

Forms and Links

All appeal forms can be found on the Ryerson University Senate Website under the forms page.

Each level of appeal has different forms:
ryerson.ca/senate/Forms

Department Contacts:
ryerson.ca/contact/student/academic_contacts/

Faculty Contacts:
ryerson.ca/contact/

Yeates School of Graduate Studies:
ryerson.ca/graduate/current-students/

Ombudsperson:
ryerson.ca/ombuds/

Senate:
ryerson.ca/senate/

Senate Policies:
ryerson.ca/senate/policies/

Appeal Forms:
ryerson.ca/senate/Forms/

Graduate Student Appeal Forms:
ryerson.ca/graduate/current-students/form-downloads/

Academic Accommodation Support:
ryerson.ca/studentlearningsupport/academic-accommodation-support/

Human Rights Office:
ryerson.ca/humanrights/

Get Advice and Help with your Appeal

Both the RSU and the Continuing Education Student Association of Ryerson (CESAR) offer advocacy services free of charge to the members of their respective student organization.

If you are a Full-time student or Graduate student contact the RSU Advocate:

José González
Student Issues and Advocacy Coordinator
advocacy@rsuonline.ca
416-979-5255 x. 2322

If you are a Part-Time or C.E. student, contact the CESAR Advocate:

Lyndall Musselman
Student Rights Coordinator
studentrights@mycesar.ca
416-979-5000 x. 7056