In order to petition for an appeal or to know the process of how an appeal is made, this is done through the governing council. The University of Toronto governing council “oversees the academic, business and student affairs of the University.”

As of 2012, both UTM and UTSC have their own governing council. They call them the “campus council.”

**Both councils have 3 standing committees:**

- **A** Agenda Committee
- **B** Academic Affairs Committee
- **C** Campus Affairs Committee

UTM Governance Webpage: [http://www.utm.utoronto.ca/governance/](http://www.utm.utoronto.ca/governance/)

UTSC Governance Webpage: [http://www.utsc.utoronto.ca/governance/](http://www.utsc.utoronto.ca/governance/)

Attached here is a flow chart of the entire system of the University of Toronto Governing Council: [http://www.utm.utoronto.ca/governance/sites/files/governance/public/shared/org%20chart%20copy.pdf](http://www.utm.utoronto.ca/governance/sites/files/governance/public/shared/org%20chart%20copy.pdf)

In order to make a change in academics, non-academics, faculty, CUPE 3902, academics complaints etc. at the University, an appeal must be made. An appeal is either a request made to the councillor or a request to reverse a previous law or application.

These appeals are time consuming, and the process can be tedious. So UTMSU decided to make a simplified version of the appeals policy in order to encourage student’s understanding of the process.
“The UTM Campus Council, effective July 1, 2013, oversees the academic, business and student affairs of the University of Toronto Mississauga”

**Campus Council:**

**A** Agenda Committee

Responsible for the preparation of the agenda for meetings of the UTM Council.

**B** Academic Affairs Committee

Is concerned with matters affecting the teaching, learning, and research functions of the Campus.

**C** Campus Affairs Committee

Is concerned with matters that directly concern the quality of student and campus life.

**There are several types of appeals:**

1. **Academic Appeals**
2. **Discipline Appeals**
3. **UTFA Appeals**

   - Academic Discipline Appeals
   - Non-Academic Discipline Appeals

**During this process you may have to appeal to up to 4 places:**

1. Office of the Registrar
2. Committee on Standing
3. Academic Appeals Subcommittee
4. Academic Appeals Committee of the Governing Council

Acronyms: ADFG: Office of Appeals, Discipline and Faculty Grievances: they are considered the middle ground and mediate the communication between the Student and the Academic Appeals Committee.
There is an **Academic Appeals Subcommittee** which considers appeals made by the **Committee On Standing (COS)**.

<table>
<thead>
<tr>
<th>Step 1: Filling an appeal</th>
<th>Step 2: Petition of Office of the Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>• An appeal must be filed within 90 days of the decision made by the COS</td>
<td>• Meet with an Academic Advisor before petitioning any appeals is recommended</td>
</tr>
<tr>
<td></td>
<td>• If the original petition is denied by the Office of the Registrar then you will appeal to the Committee on Standing (COS)</td>
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<table>
<thead>
<tr>
<th>Step 3: Appeal to the Committee on Standing</th>
<th>Step 4: Appeal to the UTM Academic Appeals Subcommittee (AAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• This must be done within 90 days of the original petition decision</td>
<td>• This must be done within 90 days of the COS appeal decision</td>
</tr>
<tr>
<td>• In this appeal students must:</td>
<td>• You must submit the appropriate forms to the AAS:</td>
</tr>
<tr>
<td>• Present new information that was not submitted in original petition request</td>
<td>• <a href="http://www.utm.utoronto.ca/governance/sites/files/governance/public/shared/COB/AAS%20Form%20-%20fillable.pdf">http://www.utm.utoronto.ca/governance/sites/files/governance/public/shared/COB/AAS%20Form%20-%20fillable.pdf</a></td>
</tr>
<tr>
<td>• Present their appeal statement</td>
<td>• Students must be present at the AAS in order to convince the AAS that due to circumstances beyond their control, they should be exempt from academic regulations</td>
</tr>
<tr>
<td>• If this appeal is denied then you go to the next step and appeal to the Academic Appeals Committee of the Governing Council</td>
<td>• If this appeal is denied then you go to the next step and appeal to the Academic Appeals Committee of the Governing Council</td>
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<tr>
<th>Step 5: Appeal to the Academic Appeals Committee of the Governing Council</th>
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<tbody>
<tr>
<td>• This must be done within 90 days of the AAS appeal decision</td>
<td>• You must submit the appropriate forms to the AAS:</td>
</tr>
<tr>
<td>• Submit a notice of appeal form</td>
<td>• Review the instructions outlined in the Academic Appeals of Governing Council site:</td>
</tr>
</tbody>
</table>

From this point, there is another process which will be shown on the next page.
Academic Appeals Process

Step 1: The student’s academic petition or appeal was heard at various levels within the faculty/division (Previous Steps 1-4)
- If granted, matter is resolved.
- If denied, continue to Step 2.

Step 2: The student has tried to appeal to all levels within the division (Office of the Registrar, COS, AAS) and now files an appeal with the Academic Appeals Committee of the Governing Council (Previous Step 5)

Step 3: Student files notice of appeal to the Office of Appeals, Discipline and Faculty Grievances (ADFG). The student must:
- Complete notice of appeal form:
- Complete notice of appeal package:
  - [http://www.adfg.utoronto.ca/processes/acappeals/filing/AcademicAppealWhatDoINeed.htm](http://www.adfg.utoronto.ca/processes/acappeals/filing/AcademicAppealWhatDoINeed.htm)
  - which includes 5 hard copies, 1 electronic copy, Attachments.
- Note: You must have all these documents and have it filed with the ADFG office within 90 days of your Division’s final appeal (in this case it would be the AAS).

Step 4: ADFG will acknowledge the receipt of Student’s Appeal Package
- Will be notified by email.

Step 5: ADFG will notify the division (Academic Appeals Committee of the Governing Council) via email and send the student’s Notice of Appeal package

Step 6: ADFG will forward the Division’s response back to the student
- Student has 2 weeks to send a formal written reply (consisting of 5 hard copies, 1 electronic copy and attachments).

Step 7: ADFG forwards the student’s reply back to the division

Step 8: Scheduling the Hearing
- ADFG contacts both the student and the Division and then:
  - Creates a panel.
  - Provides the panel with a copy of the Notice of Appeal package, Response package, Reply package.
  - Advises both parties of the hearing date, time and location.

Step 9: The Hearing
1. Academic Appeal Hearing.
2. ADFG releases the panel’s final decision.
3. Two alternatives:
   a) Appeal is granted: the university will change the student’s record accordingly.
   b) Appeal is not granted: the student’s record will remain the same.
**A Academic Discipline Appeals Process**

This occurs when one gets suspected of academic offense.

**AT THE FACULTY LEVEL:**

**Step 1: Meeting with the Instructor**
- Instructor believes student committed academic offense.
- Instructor invites student to discuss the matter.

**Step 2: There are 3 alternatives:**
1. After discussion, instructor does not believe offense has been committed. Matter is settled.
2. Instructor believes academic offense is committed (move on to Step 3).
3. Student does not respond to instructor (Step 3).

**Step 3: Meeting with the Dean of Department Chair**
- Student is notified and provided with a copy of the ‘Code of Behaviour on Academic Matters.’
- Is invited to discuss the matter with the chair of the department and the Instructor.

**Step 4: There are 4 alternatives:**
1. Dean decides no Academic Offense has been committed. Matter is settled.
2. Admission of Offense: sanction can be imposed by Dean/Department Chair
   - If the student is dissatisfied with the sanction, they may write to the Dean or Provost (depending on who imposed the sanction).
3. Admission of Offence, but there are multiple offenses: If the offense has been repeated multiple times, the Dean may refer the matter to the Provost (move on to Step 5).
4. No admission of offense, but the Dean believes an offense has been committed: Dean will request Provost to lay formal charges against the student (move on to Step 5).
AT THE TRIBUNAL LEVEL:

**Step 5:** Provost lays formal charges against student. There are 2 alternatives:
1. Student admits guilt.
2. Office of Appeals, Discipline, and Faculty Grievances (ADFG):
   - Provost notifies ADFG.
   - ADFG contacts student, makes the panel, and issues a notice of hearing data.

**Step 6:** The Hearing: 2 alternatives
1. Not guilty: no sanctions are imposed (move on to Step 7).
2. Guilty: sanctions are imposed (move on to Step 7).

**Step 7:** ADFG goes over the reasons for the decision that was made by the panel (i.e guilty/not guilty). There are 2 alternatives from this point.
1. Appeal or Not: student and university have 21 days to decide to appeal the panel’s order or reasons for the decision.
2. Student or University does not appeal.

**Step 8:** From this point on there are several processes
1. Process for appealing the decision: and depending on whether the appeal is granted or denied, the next step is:
2. Process of sanctions: expulsion, cancellation or suspension of degree.

Note: More in depth information on the process can be found here:

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**Non Academic Discipline Appeals Process**

**Step 1:** Complaint is filed

**Step 2:** Head of Division considers the complaint
- At first an informal attempt at resolution will try to be achieved unless the matter moves on to formal disciplinary actions.
- Two alternatives from this point:
  1. Not within the code: the head of division believes that the complaint is not within the code. Matter is settled.
  2. Within the code: the head of division will request an investigation by an Investigating Office (IO).

**Step 3:** Investigating Report
- No request for a report.
- Request for Investigation and Report (move on to Step 4).
Step 4: Two alternatives after Investigation and Report
1. Does not believe offense has occurred. Matter is settled.
2. Believes that offense has occurred: Head of Division may request a hearing to determine whether the accused has committed academic offense. Student will be notified of hearing date and time.

Step 5: Two alternatives
1. No hearing is requested. Matter is settled.
2. Hearing is requested
   - Student may be found guilty (move on to Step 6).
   - Student may be found not guilty (move on to Step 6).

Step 6: Hearing Officer states whether the alleged is guilty or not guilty

Step 7: Student may choose to appeal or not to appeal the decision
1. Not appeal: student will be sanctioned/sanctions will continue.
2. Appeal: (move on to Step 8).

Step 8: ADFG contacts the student and university, they create a panel, and issue a hearing, date, time and location

Step 9: Hearing is conducted. There are 2 alternatives:
1. Appeal is dismissed.
2. Appeal is granted along with reasons for the grant.

Note: More in depth information on the process can be found here:

**3 UTFA Tenure Appeals**

The University Tenure Appeal Committee (UTAC) hears appeals against denial of tenure. In adjudicating tenure appeals, UTAC has two options available to it, and its decision concerning these two options is final. **It may:**

Dismiss the appeal OR If it finds that any of the appeal grounds are substantiated, remit the case to a second tenure committee to be set up by the President for consideration of the question of tenure