



# NOTICE OF ACADEMIC APPEAL

## INSTRUCTIONS

Please read the following instructions before you complete and submit this Notice of Appeal. The fillable PDF function must be used to complete the form; you must then print it off and sign it before submitting it along with supporting documentation. Electronic signatures are not permitted.

### Basic Degree Students:

Students in a conjoint basic degree program, and conjoint non-degree students studying at the basic degree level, may file an academic appeal with TST only after completing the appeals procedures available in their college of registration. Their TST academic appeal will be considered by the Appeals Committee of the TST Basic Degree Council. Students should consult Section 16 of the Basic Degree Handbook.

### Graduate (Advanced Degree) Students:

For students in a graduate (advanced degree) program, the TST Appeals Committee of the Graduate Studies Council receives academic appeals directly, according to the process defined in the appropriate Handbook [ThD and PhD (USMC) Handbook: Section 14; DMin Handbook: Section 2.18; ThM Handbook: Section 12; MA Handbook: Section 11; Graduate Conjoint Degree Handbook A11]. **Note:** Students from **ALL** graduate programs must follow the 'Channels of recourse' as set out in section A11 of the Graduate Conjoint Degree Handbook. Handbooks can be found on the TST website at: <http://www.tst.edu/academic/resources-forms/handbooks>

### Deadlines:

An appeal to the TST Appeals Committee (GSC) or the TST Appeals Committee (BD) must be submitted to the TST Registrar's Office according to the timelines outlined in the appropriate Handbook. If the deadline date coincides with a day on which the TST is closed, the deadline for filing the Notice of Appeal is 5:00 pm of the next regular business day.

### Contact Information:

The mailing address and email address used to communicate with you are the addresses that you provide on the appeal form. If you move after submitting this form, please inform the TST Registrar of your new address. If you are a student registered in a conjoint program, the email address which you provide must be a university-issued email address. You are expected to monitor and retrieve your mail, including your university-issued email, on a frequent and consistent basis. It is YOUR responsibility to ensure that the TST has current contact information during the appeal process. If you retain legal counsel or other representative, the TST will communicate directly with your representative.

### Documentation:

You **MUST** attach the following documentation to your Notice of Appeal. The appeal form is not considered complete until all the required documentation is submitted. Please check off each item on the forms page to ensure that your appeal documentation is complete: Signed Notice of Appeal form; a copy of the decision you are appealing; and any additional page(s) from you or you counsel relating to the statement of the remedy sought, the grounds of your appeal, references to the Handbook or other regulations or policies that support your appeal (if applicable) and/or a brief description of the background to the appeal.

### Hearings:

Hearings are understood to be closed, apart from legal counsel and any witnesses you, the student, may wish to call. The chair of the Appeals Committee must approve any witness(es). Details of how to notify the chair of the Appeals Committee of witnesses will be sent to you with your hearing information.

### Appeals Package:

Completed forms along with supporting documentation should be sent/delivered to:

TST Registrar's Office – Appeals Committees  
47 Queen's Park Crescent East  
Toronto, ON M5S 2C3

Please ensure that you keep a copy of the Appeals Package you submit for your own records.



# NOTICE OF ACADEMIC APPEAL

## Section 1: Appellant Information

Last Name:		First Name:	
College of Registration:	Program:	Year of Study	Student Number:
Mailing Address - Street:			Apartment #:
Town/City:	Province:	Postal Code:	
Daytime Telephone:	Email Address(for students in conjoint programs this must be your mail.utoronto.ca address):		

## Section 2: Appeal Information

Please enter a response in each of the boxes below. You may, on a separate page or pages, submit a statement prepared by you or your counsel/representative, setting out additional information relating to any point below.

Dispute Concerning:	Date of Last Decision being Appealed:
Please give a brief description of the background to the appeal (i.e., in your own words describe what happened).	
References to Handbook or other regulations or policies that support your appeal, if applicable.	
Please give a brief statement setting out the grounds of your appeal (e.g., medical, compassionate, etc.).	



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## Section 2: Appeal Information (continued)

Remedy Being Sought:
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## Section 3: Legal Counsel or other Representative Information

Have you retained Legal Counsel or other Representation? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, please provide the information below.		
Last Name:		First Name:
Name of Law Firm (if applicable):		
Mailing Address Street:		Apartment #:
Town/City:	Province:	Postal Code:
Daytime Telephone:	Email Address	

## Section 4: Request for an Expedited Appeal Process

Appeals are scheduled as quickly as possible. If you require the hearing to be expedited (that is fast-tracked ahead of other appeals awaiting hearing), please indicate your request below. **Please Note:** Appeals are expedited only in exceptional circumstances.

Are You requesting an Expedited Appeal Process? <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, please explain why this appeal should be expedited.

## Section 6 – Check List

- The Notice of Appeal form: completed using the fillable PDF function and signed with original signature.
- A copy of the decision you are appealing. (For a Basic Degree student, this will be the decision of the appropriate appellate body of your college of registration.)
- Documentary evidence to support your appeal (e.g., medical certificate, email correspondence, petition forms, etc.).
- Additional pages relating to Section 2 above, if applicable.

## Section 7 - Declaration

I certify that the information I have provided in this form is true, complete and accurate in all respects. I have read the applicable sections of my program handbook.

Appellant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personal information is collected for the purpose of admission, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.

Your personal information will be protected at all times.

If you have questions please contact the TST Registrar, Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, ON, M5S 2C3 or call 416-978-4040.