



Senate Appeal of Timespan

I am appealing for a final consideration of my timespan extension request in the following:

I am a *(check appropriate box)* student

Department/
School/Program

Undergraduate

Faculty

Continuing Education

Student Information (Please print clearly)

Name:		Appeal Submission Date (MM/DD/YY) ____/____/____
Student #:	University email: <small>(all communication about your appeal will be sent to your Ryerson email address)</small>	

I am appealing the following:

- 1) the denial of my timespan decision by the Dean or designate.
- 2) an additional extension is being requested after the first approved timespan extension is completed (additional extensions can only be granted by the SAC)

Relevant excerpts from the [procedures section](#) in Policy 46, Undergraduate Course Grading, Academic Program Standing and Eligibility to Graduate, to assist with your appeal:

If the student wishes to appeal the denial decision of the Dean or designate or Program Director, in the case of a Chang School student, or if a further extension is being requested, the appeal will be considered by the Senate Appeals Committee (SAC).

In the case of an appeal of a denial, the student must request the appeal within 10 (ten) business days of the denial.

Students must provide the following information by email to senate@ryerson.ca:

- a Senate Appeals Committee Timespan Appeal Form
- a letter to the Senate Appeals Committee expressing why the request should be considered
- any new evidence not previously submitted (if applicable)
- all previously submitted documentation to the Dean or designate or Program Director including their decision
- explanation of the reason for the request including any extenuating circumstances
- a detailed and realistic academic plan of study and timeline for completion during the extension period
- supporting documentation
- in the case where a **further extension** is being requested, a student must also provide a letter explaining the reason why the plan of study from the first timespan extension was not completed

A Notice of Review will be sent to the student within 10 (ten) business days of their SAC Timespan Appeal being received and will include when the review of their appeal will occur together with the names of the panel members conducting the review.

Documents

You must include all documents from previous timespan extension petitions (including decisions from the Department/Program and Faculty).

All claims you make **should be documented and copies of all documents supporting your appeal must be included in your submission**. These may include such items as: Toronto Metropolitan University Health certificates, official certificates or documents, course outlines, email communication, etc. Failure to provide pertinent documentation may jeopardize your appeal. (Please list any documents you are including with your submission)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Disclosure

- I have read and I understand TMU University Senate Policy 46, Undergraduate Course Grading, Academic Program Standing and Eligibility to Graduate and the accompanying procedures.
- I certify that the documents I have submitted are authentic and that the statements I have made are true, and I acknowledge that the submission of false documents or false statements is a violation of the Toronto Metropolitan University Academic Integrity Policy (Policy 60).
- I understand that this information will be treated in a confidential manner, except to the **extent such** information is false, fraudulent otherwise in the public domain, provided to other University faculty or staff outside of the appeals process, required to be disclosed by a court of competent jurisdiction, required as determined by Toronto Metropolitan University acting reasonably to be used in any claim of academic misconduct against the student or required to be disclosed as determined by Toronto Metropolitan University acting reasonably to defend the University in any claim or potential claim involving the student or the suspicion of fraud.
- I understand that I will receive all decisions on this appeal within ten (10) business days from the date of my appeal being reviewed by SAC, via my Toronto Metropolitan University email address per University Policy 157.
- I understand that all decisions of Hearing Panels at the Senate Appeals Committee (SAC) level are final and binding.

Signature of Appellant: _____ **Date:** _____

Statement of Confidentiality

In accordance with Section 38(2), 39(2), 41(1)(b,c), 42(d) and 43 of the Freedom of Information and Protection of Privacy Act (FIPPA), the information on this form is collected under the authority of the Ryerson University Act, 1977 and is needed to process your request for an academic appeal. All personal information that is collected will be used, stored, and destroyed in accordance with the University's Information Protection and Access Policy.

If you have questions about the collection, use and disclosure of this information by Toronto Metropolitan University please contact Donna Bell, Secretary of Senate (dbell@ryerson.ca); Victoria Madsen (vmadsen@ryerson.ca) or Suzanne Hicks (suzanne.hicks@ryerson.ca), 350 Victoria St, Suite JOR-1227, Toronto ON M5B 2K3, 416-979-5000, ext 555011