Graduate Student Appeals

13.6. Appeal Procedure

Step 1: Initiating an Appeal: Within 30 calendar days of the date of the aggrieved action, the graduate student requesting consideration of a grievance must complete the Graduate Student Appeals form and provide a written memorandum stating the nature of the grievance, parties involved and requested remedy. The student should include relevant supplementary material that will support their grievance. The student then submits the appeal form and supplementary material to the first level indicated on the table above. Once submitted, the only materials that can be added to the appeal are documents that are requested by any level of reviewers.

Step 2: Initial Response to Appeal: Within 10 business days, the respondent to the appeal (in consultation with the relevant committee if applicable) shall record their decision to support or not support the appeal on the appeals form and attach a written memorandum explaining the basis for the decision. If the respondent at this level supports the appeal and has the ability to reverse the decision being appealed, they will implement that decision and the appeals process will be concluded. If the respondent does not have the ability to reverse the decision, the response will be considered advisory to the level that does have this ability.

Steps 3+: If the student is unsatisfied with the decision at the previous level, the student may move their appeal forward to the next level within 10 business days of the respondent's response by submitting all materials accumulated to date regarding the appeal, including the Graduate Student Appeals Form, the student's memorandum, and the respondant(s)' memo(s). At each step, the respondent will, within 10 business days, record their decision to support or not support the appeal on the appeals form and attach a written memorandum explaining the basis for the decision. If the respondent at this level supports the student's appeal and has the ability to reverse the decision being appealed, they will implement that decision and the appeals process will be concluded. If the respondent does not have the ability to reverse the decision, the response will be considered advisory to the level that does have this ability.