Academic Appeals

Before You Begin An Appeal

There are different deadlines for filing a petition or appeal, according to the type of decision you are appealing. Please review Chapter VIII of the Undergraduate Calendar or Chapter II of the Graduate Calendar for more information regarding the processes and time limitations/deadlines for different types of appeals.

Submitting An Academic Appeal

After reviewing the information included in the Undergraduate and Graduate Calendar, and the information on this website, if you believe that you have grounds for your appeal, email Student Judicial Services at judicial@uoguelph.ca with your request to appeal. Please note that disagreeing with a policy or decision, or being disappointed that your request was not granted, is not of itself grounds for an appeal. Please review the information in the calendar and the website to prepare your grounds for appeal. Your email to the Student Judicial Services must include your full name, your contact information, your degree program, and the nature of your appeal (see the categories below). The Governance and Judicial Officer will be in touch with you via your uoguelph email account to provide you with information on what documentation is required to submit an appeal.

Types of Academic Appeals

- Appeal of decision by Academic Review Committee [1] (e.g. continue on probation, late course drops, etc.)
- Appeal of decision by Admissions and Progress Committee [1] (graduate students only)
- Appeal of decision by Admissions Committee [2] for readmission to a program
- Appeal of finding of Academic Misconduct [3] (finding of guilt and/or penalty assessment)
- Appeal based on Methods and Criteria [4] of Instructor
- Appeal of a denial of a specific request for academic accommodation [5] pursuant to the "Academic Accommodation for Students with Disabilities" Policy

Your Hearing

You may request an oral hearing or a written hearing, but the Committee on Student Petitions makes the final decision on the format of the hearing.

Oral Hearings

You and the college/university representative (who provided the decision you are appealing) attend in person. You and the representative will each have the opportunity to present your cases, and ask and answer questions.

Information on oral hearings:

- You may bring a support person which can be a family member, a friend, or a lawyer to provide either moral support or to assist you in the presentation of your appeal. You need to let the Judicial Office know in advance if you are bringing a support person.
- The Committee members will introduce themselves to you and the chair will introduce you and the college representative to the Committee.
You will be asked to present your case. If you have asked to bring a witness who can bring evidence that directly bears on your appeal, you, the college/ university representative or the Committee members may question him/her at this time.

- The college/ university representative and Committee members will have an opportunity to ask you questions.
- The college/ university representative will be asked to respond to your presentation of your appeal.
- You and the committee members will have an opportunity to ask questions of the college/ university representative and his/her response to the presentation of your case.
- You will be asked if you have any final comments you would like to share with the Committee.
- The college/university representative will be asked if he/she has any final comments to share with the Committee.

**Written Hearings**

The Petitions Committee will make its decision solely on the materials submitted by you and by the college or university representative. You and the college/ university representative will not be present.

The exchange between you and the college/ university representative is open and transparent. You and the representative receive copies of each other’s petitions materials prior to the hearing. This allows you and the representative the opportunity to respond to each other’s submissions.

**The Decision**

The Committee will make a decision on your petition immediately following the hearing. You, the college/ university representative, any witnesses, and any resource people will be dismissed so that the Committee can meet in closed session to deliberate.

The decision of the Petitions Committee will be sent to you by email to your University of Guelph email address.