

SUBMISSION FORM OF AN APPEAL TO THE SENATE APPEALS COMMITTEE

All sections of this form must be completed in order to initiate an appeal.

| CONTACT INFORMATION | | | |
|--|---|------------------------|--|
| GIVEN NAME | | LAST NAME | |
| STUDENT NUMBER | FACULTY THAT ISSUED THE DECISION IN THIS APPEAL | | |
| YOUR FACULTY | YOUR PROGRAM | | |
| STATUS (FULL-TIME, PART-TIME, SPECIAL STUDENT, ETC.) | | PRIMARY PHONE NUMBER | |
| uOTTAWA* EMAIL ADDRESS | | SECONDARY PHONE NUMBER | |

*As per the [email policy](#), all email correspondence from the University of Ottawa is sent to students via their official university e-mail (@uOttawa.ca). It is the student's responsibility to check his/her university email account on a regular basis

Please do not forget to inform us as soon as possible should the information above change.

Please note that the Chair of the Senate Appeals Committee has the power to refuse the receipt of an appeal if it does not meet the requirements listed in the [Procedure for an Appeal to the Senate Appeals Committee](#).

| DECISION OF YOUR FACULTY OR ACADEMIC UNIT |
|---|
| <p>Before appealing to the Senate Appeals Committee, you must have first appealed to the relevant academic unit and received a final decision.</p> <p>The appeal is governed by the Procedure for an Appeal to the Senate Appeals Committee, which can be found here: https://www.uottawa.ca/administration-and-governance/senate/committees/senate-appeals-committee/procedure-for-an-appeal-to-the-senate-appeals-committee</p> |
| <p>DECISION YOU ARE APPEALING: (INDICATE THE NAME OF THE DECISION-MAKER - PERSON OR COMMITTEE)</p> |
| <p>DATE OF RECEIPT OF THIS DECISION (THIS FORM AND YOUR COMPLETE FILE MUST BE SUBMITTED WITHIN 10 WORKING DAYS OF RECEIPT OF THIS DECISION)</p> |
| <p>BY CHECKING THIS BOX, I CONFIRM THAT A COPY OF THIS DECISION IS ATTACHED.</p> |
| <p>WHAT IS THE DECISION THAT YOU ARE APPEALING?</p> <hr/> <hr/> <hr/> |
| <p>WHAT REMEDY (DECISION)* ARE YOU LOOKING FOR IN SUBMITTING THIS APPEAL?</p> <hr/> <hr/> <hr/> |

*IMPORTANT: Under NO circumstances will the Committee itself change a mark in any way or make a decision on the content of a student's answer to an exam question or of any other type of academic work.

Office of the Secretary-General

Tabaret Hall, 550 Cumberland Street, room 206
 Ottawa, ON, K1N 6N5
 Tel : 613-562-5800 | ext. 5950



APPEAL FILE

The appeal file consists of this form duly completed, a letter of appeal outlining the reasons for your appeal and the conclusions sought and all the documents relating to your appeal. The letter of appeal should be approximately one to two pages in length. The appeal file is completed by the comments of the Faculty and a brief reply from you, if applicable.

A) APPEAL FILE

BY CHECKING THE FOLLOWING BOXES, I CONFIRM THAT THESE ELEMENTS ARE PRESENT IN MY LETTER OF APPEAL :

THE REASONS WHY THE DECISION OF THE ACADEMIC UNIT
SHOULD BE REVERSED OR CHANGED.

THE SOLUTIONS I AM SEEKING BY SUBMITTING THIS APPEAL.

B) RELATED DOCUMENTS

BY CHECKING THIS BOX, I CONFIRM THAT A COPY OF THE DECISION OF MY FACULTY OR ACADEMIC UNIT, MY LETTER OF APPEAL AND ALL DOCUMENTS SUPPORTING MY APPEAL (EG MEDICAL CERTIFICATES, ETC.) ARE ATTACHED TO THIS FORM. DO NOT RELY ON THE FACULTY TO SUBMIT DOCUMENTS REGARDING YOUR APPEAL.

Do not wait for the hearing to bring relevant information to the attention of the Committee. Your file must be complete and include all documents and information that you wish to bring to the attention of the Committee. The Committee reserves the right to refuse the filing of any documents or information once the appeal file is completed.

Please refer to the [Procedure for an Appeal to the Senate Appeals Committee](#) to inform you of next steps

PREFERENCE FOR THE SENATE APPEALS COMMITTEE MEETING

Once you have completed **all the stages of an appeal**, your case will be put on an agenda of the Senate Appeals Committee. The Committee usually meets every second Friday morning. You will be contacted to set a date and time for the hearing of your appeal.

Generally speaking, Committee meetings are held in person, but may exceptionally be held virtually. If the Student insists on being heard in the presence of the members, his meeting may be postponed to a later date to be determined by the Committee.

HOW WOULD YOU LIKE TO PARTICIPATE TO THE SENATE APPEALS COMMITTEE MEETING?

IN PERSON

BY TELEPHONE. Please indicate the phone number at which the Committee can reach you during the meeting:

I PREFER NOT TO ATTEND THE MEETING AND THAT MY CASE IS DEALT WITH IN MY ABSENCE, CONSIDERING MY WRITTEN SUBMISSIONS ONLY.

BY VIDEOCONFERENCE

If you choose to appear before the Committee, please note that you may be accompanied by the person of your choice.

WILL YOU BE ACCOMPANIED AT THE MEETING BY A REPRESENTATIVE OF THE STUDENT RIGHTS CENTRE , A LAWYER OR A SUPPORT PERSON?

I WILL NOT BE ACCOMPANIED.

I WILL BE ACCOMPANIED BY A REPRESENTATIVE OF THE STUDENT RIGHTS CENTRE.PLEASE INDICATE THE NAME OF THE REPRESENTATIVE :

I WILL BE ACCOMPANIED BY SOMEONE OTHER THAN A REPRESENTATIVE OF THE STUDENT RIGHTS CENTER PLEASE ENTER THE NAME OF THIS PERSON AND YOUR RELATIONSHIP, IF APPLICABLE:

I AM NOT IN A POSITION TO CONFIRM THIS AT THIS STAGE, BUT I WILL INFORM YOU IF I DECIDE TO BE ACCOMPANIED.

* You can contact the Student Rights Center to inquire about their services at the following email address: cde-src@uosu-seuo.com.

Please submit your appeal electronically to uosec.appels@uottawa.ca.

Contact information for the Office of the Secretary-General:

Office of the Secretary-General
 Tabaret Hall
 550 Cumberland Street, Room 206
 Ottawa (Ontario) K1N 6N5
 Tél.: (613) 562-5800, ext. 5950

Notice of Collection of Personal Information

In accordance with the Freedom of Information and Protection of Privacy Act of Ontario and with University Policy 90 – Access to Information and Protection of Privacy, the University of Ottawa collects personal information under the authority of the University of Ottawa Act, 1965. Your personal information collected on this form will be used for purposes of and those consistent with the following: ensuring the proper administration of your appeal to the Senate Appeals Committee and ensuring that we can communicate with you in proceeding with your appeal to the Senate Appeals Committee. If you have any questions or concerns about the collection, use or disclosure of personal information collected on this form, you may contact the Governance Officer of the Senate Appeals Committee, by email at uosecapp@uottawa.ca or by telephone at **613-562-5950**.