Departmental Academic Appeals Procedure for Graduate Students

Students may not appeal admissions decisions, fees, and the voluntary withdrawal from a graduate program. With the exception of appeals related to Termination of Registration and Final Oral Examination failure, appeals are initiated within the student’s home graduate unit first.

Academic Appeal Process:

(1) Students must first attempt to resolve the matter with the instructor or other person whose ruling is in question. Should the matter not be resolved with the instructor, and should the student wish to pursue the matter, MN & PMNP students must discuss the matter with the MN Program Director and PhD & DN students with the Doctoral Program Director.

(2) If the dispute cannot be resolved through informal discussion, students may make a formal appeal in writing to the Graduate Department Academic Appeals Committee (GDAAC). Registered graduate students (or graduate students who were registered at the time the ruling or action was taken) may petition GDAAC related to substantive or procedural academic matters, including grades, evaluation of comprehensive examinations and other program requirements; decisions about the student’s continuation in the program; or concerning any other decision with respect to the application of academic regulations and requirements to a student in the program. Students must file a petition within eight weeks of the date of the decision being appealed. To initiate the appeal, a Notice of Appeal form should be submitted to the Secretary of GDAAC at grase.kim@utoronto.ca

The Notice of Appeal form should be accompanied by the following:
- Any supporting documentation to support the petition (e.g., email correspondence, U of T medical certificate, etc.)
- A written submission statement that will summarize:
  - the decision being petitioned;
  - background (relevant facts and allegations);
  - nature and grounds of the petition;
  - remedy or resolution sought.

(3) The decision resulting from the GDAAC may be appealed to the Graduate Academic Appeals Board (GAAB). For information on this process, please refer to the Appeals Process, outlined by the School of Graduate Studies: https://facultyandstaff.sgs.utoronto.ca/sgs-councils-and-committees/graduate-academic-appeals/

(4) The decision of the GAAB may be appealed to the Academic Appeals Committee of the Governing Council. For information on this process, please refer to the Appeals Process, outlined by the School of Graduate Studies: https://facultyandstaff.sgs.utoronto.ca/sgs-councils-and-committees/graduate-academic-appeals/