TORONTO SCHOOL OF THEOLOGY NOTICE OF ACADEMIC APPEAL

INSTRUCTIONS

Please read the following instructions before you fill out and submit this Notice of Appeal:

Basic Degree Students

Students in a basic degree program, and non-degree students studying at the basic degree level, may file an academic appeal with TST only after completing the appeals procedures available in their college of registration. Their TST academic appeal will be considered by the Admissions & Procedures Committee of the TST Basic Degree Council. Students should consult Section 15 of the Basic Degree Handbook.

Advanced Degree Students

For students in an advanced degree program, and advanced degree special students, the TST Appeals Committee of the Advanced Degree Council receives academic appeals directly, according to the process defined in the appropriate Handbook [ThD and PhD Handbook: Section 14; DMin Handbook: Section 2.18; ThM Handbook: Section 12; MA Handbook: Section 11].

Deadlines:

An appeal to the TST Appeals Committee (AD) or the TST Admissions & Procedures Committee (BD) must be filed with the TST Registrar's Office according to the timelines outlined in the appropriate Handbook. If the deadline date coincides with a day on which the TST is closed, the deadline for filing the Notice of Appeal is 5:00 p.m. of the next regular business day.

Contact Information:

The mailing address and email address used to communicate with you are the addresses that you provide on the appeal form. If you move after submitting this form, please inform the TST Registrar of your new address. The email address which you provide must be a university-issued email address. You are expected to monitor and retrieve your mail, including your university-issued email, on a frequent and consistent basis. It is YOUR responsibility to ensure that the TST has current contact information during the appeal process. If you retain legal counsel or other representative, the TST will communicate directly with your representative.

Documentation:

You MUST attach the following documentation to your Notice of Appeal. The appeal form is not considered complete until the required documentation is submitted. Please check off each item to ensure that your appeal documentation is complete:

- The Notice of Appeal form.
- A copy of the decision you are appealing. (For a Basic Degree student, this will be the decision of the appropriate appellate body of their college of registration.)
- On a separate page or pages, a statement prepared by you or your counsel/representative, setting out:
 - A statement of the remedy sought (e.g., late withdrawal without academic penalty, deferred exam, etc.).
 - A statement setting out the grounds of your appeal (e.g., medical, compassionate, etc.).
 - References to Handbook or other regulations or policies that support your appeal, if applicable.
 - A brief description of the background to the appeal (i.e., in your own words describe what happened).

• Documentary evidence to support your appeal (e.g., medical certificate, email correspondence, petition forms, etc.).

Please print, sign and submit the Notice of Appeal (3 pages including the instruction page) with supporting documentation to:

TST Registrar's Office – Appeals Committee 47 Queen's Park Crescent East Toronto, ON M5S 2C3 Phone (416) 978-4040 Fax: (416) 978-7821

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Name of Appellant:			
Mailing Address:			
University-issued Email Address:			
Daytime phone:			
College:			
Degree Program/Year	:		
Student Number:			
Date of Last Decision being Appealed:			
Remedy Sought:			
Have you retained Leg	gal Counsel or other Representative?	Yes	No
Name of Counsel/Rep	resentative:		
Telephone Number of Counsel/Representative:			
Name of Law Firm (if applicable):			
Public Hearings Hearings are normally open to the public. The general public can attend a hearing unless you are requesting a closed hearing, though attendance by members of the public is rare. If a closed hearing is requested please submit a short statement on a separate page with your Notice of Appeal explaining the reason(s) behind your request. A closed hearing is not automatically granted upon request.			
Request for an Expedited Appeal Process Appeals are scheduled as quickly as possible. If you require the hearing to be expedited (that is fast tracked ahead of other appeals awaiting hearing), please indicate your request below. If yes, on a separate page, please explain why this appeal should be expedited. Please note: Appeals are expedited only in exceptional circumstances.			
YES	NO		
SIGNATURE OF APPELLANT:			
DATE SUBMITTED:			