Preparing for a Senate Appeal

REFLECT
- Why do you want to pursue an appeal?
- Are there certain procedural steps you believe were missed which makes you feel the process was unfair?
- Is the result disproportionate to the facts?
- Do you feel that it isn’t right that you received a penalty when it was simply an honest mistake?

CONSIDER & WEIGH
- Weigh the pros and cons of proceeding – what are the impacts?
- Think realistically – positive result or no change?
- Compare your case with similar ones – some Senate Appeal Committees publish summaries of their decisions

GET ADVICE
- Get a second, third or even fourth opinion (friend, mentor, advocate, lawyer, ombudsperson)
- Get someone to review your case and give you suggestions
- Visit resources on campus that can provide advocacy support, confidential advice and personal counselling

DEADLINES
- Be mindful of deadlines when submitting notices or documents to the appropriate unit
- Make sure you don’t lose the opportunity to appeal because of a missed deadline

PREPARE
- Write it down! Why should the decision be changed?
- Review and edit. Leave it for a day or so and return to it; what can you add or remove to help your case?
- Is your case easy to understand? Get some advice on how to write your appeal
- Check the rules and procedures: is there new evidence that can support you?

DECIDE
- Appealing is not the same as presenting the same arguments and evidence again.
- Have clear references to your documents or evidence.
- Review the appeal procedures.
- If you’re appearing before the Senate Committee, dress appropriately.
- Have all materials read and be at least 10-15 minutes early
- You are not alone. Bring a support person or advocate with you