



Office of the Ombudsperson for Students

Fairness Toolkit Worksheet: Preparing for a Senate Appeal

1 Reflect

Why do I want to pursue an appeal? Do I believe the process was unfair? Consider the following reasons and add your own.

	YES	NOT SURE	NO
Procedural steps were missed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The result is disproportionate to the facts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I made an honest mistake.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is new evidence or witnesses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I just don't like the decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am looking at the decision objectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have checked the appeal rules and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am presenting the same arguments and evidence again.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Consider & Weigh

	PROS	CONS
ACCEPTING THE DECISION		

PROCEEDING WITH THE APPEAL	PROS	CONS

3 Get Advice/Support

I understand that it is important to stay objective and get help before I make my decision to appeal. I've asked for advice/support from:

	YES	MAYBE	NOT YET
Friend			
Advocate			
Lawyer			
Parent			
UBC Ombudsperson			
AMS Ombudsperson			
GSS or AMS Advocate			
Mentor			
UBC Faculty or Staff Member			
Law Students' Legal Advice Program			

4 Be Aware of Timelines

Carefully check the appeal procedure and note down all the dates and deadlines.

TO DO:	DEADLINES

5 Decide

I have decided to continue with the appeal process. Drafting my argument - does my appeal letter...

		YES	NEEDS WORK	NO
DOES MY APPEAL LETTER...	...contain a clear introduction?			
	...list my reasons for appealing?			
	...blame others?			
	...look professional?			
	...use unbiased and clear language?			
	...contain irrelevant information?			
	...emphasize the strength of my argument?			
	...address the weakness of my argument?			
	...state the outcome I am seeking?			
	...state an outcome that can be granted?			
		YES	NEEDS WORK	NO
IS MY APPEAL LETTER...	...easy to understand and concise?			
	...honest and forthright?			
	...proofread for spelling and grammar?			

6 Prepare for the Hearing

- ☐ Are my documents organized?
- ☐ Am I able to arrive 10-15 minutes early?
- ☐ Do I have the address and room number?
- ☐ Do I look (dress) like a serious and sincere person?
- ☐ Is my support person available to be with me?