



INSTRUCTIONS

Please submit this form along with any supporting materials to grievances-appeals.secretariat@mcgill.ca.

Excerpts from the *Code of Student Conduct and Disciplinary Procedures*

78 Grounds for Appeal

The student concerned or the Disciplinary Officer may appeal to the Appeal Committee the decision of the CSD [Committee on Student Discipline] Hearing Committee as it pertains to the substantiation of the charge, the disposition chosen, or both, except as limited by Article 63. Appeals will be restricted to the following circumstances:

- (a) Where new evidence that was not available to a party at the time of the original hearing has been discovered; or
- (b) Where failure to follow proper procedure (procedural error) or bias has occurred; or
- (c) Where the Hearing Committee has misapplied any articles in Section I of this Code, or the articles described in the sanctions section (Section II-C);

AND where the outcome of the case at the original hearing might have been substantially affected by any of the above circumstances.

79 Intention to Appeal

(a) A party wishing to appeal must notify the Secretary of the Appeal Committee of the intention to do so within 14 days of receiving official notice of the CSD Hearing Committee’s decision by way of Notice to Appeal. The notice of appeal must be accompanied by a concise written statement that identifies precisely the facts buttressing the grounds upon which the appeal is based.

(b) The Secretariat shall notify the Office of the Dean of Students that a notice of appeal has been received.

I. APPELLANT’S INFORMATION

Name	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
Program	Faculty	
Telephone	Email	



2. GROUNDS FOR APPEAL

Provide a concise statement of the grounds for Appeal as outlined in Article 78 of the *Code of Student Conduct and Disciplinary Procedures*.

3. PORTIONS OF RECORD FOR RELEASE

Identify the portions of the record of the CSD Hearing Committee relevant to the grounds of Appeal (e.g., hearing recording, judgement, etc.) to be released to the Subcommittee of the Appeal Committee.



4. ADVISOR

You have a right to be assisted by an Advisor. “Advisor” means anyone holding office under the University Charter and Statutes, appointed by or holding regular employment with the University, or registered at the University in a degree program for two consecutive terms, excluding the summer term, who has agreed to act in an advisory capacity and who is not paid for their services. Your Advisor may accompany you to any hearing.

I will be assisted by an Advisor. My Advisor is:

Advisor’s email:

I will not be assisted by an Advisor.

5. PREFERENCE FOR IN-PERSON OR REMOTE HEARING

Indicate whether you prefer that any hearing proceed in person on McGill’s downtown campus, or by videoconference. In general, remote hearings tend to be easier to schedule in a timely fashion.

In-Person

Remote (via Zoom)

6. COMMUNICATION

The Secretariat communicates only with the Appellant unless directed otherwise. Check the box below if you would like correspondence relating to your Appeal to be copied to your Advisor.

I authorize McGill University to include my Advisor.

I hereby lodge an Appeal in accordance with the *Code of Student Conduct and Disciplinary Procedures*.

Signature

Date