

INSTRUCTIONS

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

Excerpts from the *Code of Student Grievance Procedures*

2.1 Any student has a right to lodge a grievance resulting from an act or a failure to act by a member of the University occupying a position of authority vis-à-vis the student in a University-related matter.

2.2 Any student who believes that a right accorded to him or to her under the Charter of Students' Rights has been infringed by a member of the University may apply to the Committee for appropriate redress.

I. GRIEVOR'S INFORMATION

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

2. STATEMENT OF GRIEVANCE

Provide a detailed statement of the alleged Grievance. If additional space is required, please append the supplementary pages to this form.



McGill

STUDENT GRIEVANCE FORM

A large, empty rectangular box with a thin black border, intended for the student to provide details of their grievance.

3. GROUNDS

Indicate the right accorded to you as a Student under the *Charter of Students' Rights* or the obligation of the University under the *Charter of Students' Rights* upon which your Grievance is based. (You must reference a specific section of the *Charter of Students' Rights*).

4. PROCEDURE FOR RESOLUTIONS

Describe and provide information that demonstrates that reasonable efforts have been made to resolve the alleged Grievance through departmental, faculty, or University channels, such as through the Ombudsperson for Students or the Office of the Dean of Students.



5. RESPONDENT(S)

The University is the Respondent. List the name(s) of the member(s) of the University occupying a position of authority to you as a Student in a University-related matter who is/are alleged to have infringed a right accorded to you under the *Charter of Students' Rights*.

6. REDRESS

Describe the remedy or remedies that you are seeking to the alleged wrong.

7. ADVISOR

You have a right to be assisted by an Advisor. He or she must be a Member of the University Community who has agreed to act in an advisory capacity throughout the Grievance procedures, without financial compensation or any other remuneration. "Member of the University Community" means anyone holding office under the University Charter and Statutes, an appointee or employee of the University, or a student. 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.



8. 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)

9. COMMUNICATION

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

I authorize McGill University to include my Advisor.

I hereby lodge a Grievance in accordance with the *Code of Student Grievance Procedures*.

Signature

Date