

Residence Conduct Appeals

SUBMITTING AN APPEAL

What are the grounds for an appeal?

Any resident found in violation of the Residence Community Standards has the right to submit. Appeals may only be submitted based on one or more of the following grounds

1. New information was found which could not reasonably have been presented earlier.
2. There were procedural irregularities and/or reasonable apprehension of bias from the

is disproportionate for the circumstances

Simply disagreeing with an outcome or sanction is not sufficient grounds for an appeal. In all cases, residents are encouraged to discuss concerns with the individual who issued the outcome before submitting an appeal.

Note: Prior conduct history is considered when issuing outcomes, not when assessing responsibility. Frequent violations may result in more severe sanctions.

How do I file an appeal?

Residents must submit a Residence Appeal Request Form within three (3) days of receiving their outcome letter via email from the decision maker. The form is available online on the Student Housing & Residence Life [website](#).

What information does the Residence Appeal Request Form require?

The appeal form requires several pieces of basic information including your name, UofT email, and residence room assignment. Additionally, it will ask the resident to state the ground their appeal is based.

What else needs to be submitted as part of an appeal submission?

As part of the appeal package, residents are asked to submit the following alongside their Residence Appeal Request Form:

- x A copy of the original outcome letter.
- x A written document that:

THE APPEAL PROCESS

What happens after I submit the appeal?

The appeal adjudicator will review all information submitted by the appellant and may seek further details, including from those who wrote the initial report or observed the incident. The adjudicator will contact the individual within two (2) business days to discuss next steps.

A meeting will be scheduled, during which the adjudicator will provide an overview of the incident and allow the appellant to present alternative viewpoints, discuss mitigating circumstances, respond to questions, and provide relevant information. The appellant may bring a support person to the meeting (please see below for the role of a support person)

If necessary, the adjudicator may conduct further investigation based on the meeting's information. The adjudicator will then determine the appeal's merit and email the appellant a decision with a rationale within two (2) business days unless otherwise specified.

How will the outcome of my appeal be determined?

The outcome of an appeal will be determined based on the balance of probabilities. This means the adjudicator assesses whether it is more likely than not that the appeal has merit or that disputed facts exist. Unlike the court system, which requires proof beyond a reasonable doubt, the burden of proof in administrative processes is lower. The appealing resident is responsible for demonstrating this burden of proof to the decisionmakers involved in the process.

What types of outcomes could I expect from the appeal process?

Participation in the appeal process may result in the following outcomes:

1. **Uphold the original decision:** The original decision and any associated sanctions or remedies remain unchanged if deemed fair, reasonable, and supported by evidence.
2. **Modify the original decision:** Based on the information presented in the appeal, the outcome or sanctions may be adjusted, which could include changes in severity or terms. The adjudicator has the authority to impose more severe sanctions if warranted. In such cases, the harsher penalties will apply, and students will not have the option to revert to the originally issued sanction.
3. **Reverse the original decision:** The original outcome and any associated sanctions or remedies will be overturned if found incorrect, unjust, or unsupported by evidence, and a new decision will be made.
4. **Request a rehearing:** If additional information or clarification is needed, the case may be remanded to the initial decisionmaker or other parties for further review before a final decision is reached.

No student will face reprisal or discipline for submitting an appeal, as it is their right to do so if they choose.

