

Fairness Toolkit Worksheet: Preparing for a Senate Appeal

Step 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.			
The result is disproportionate to the facts.			
I made an honest mistake.			
There is new evidence or witnesses.			
I just don't like the decision.			
I am looking at the decision objectively.			
I have checked the appeal rules and procedures.			
I am going to present the same arguments and evidence over again.			

Step 2: Consider and Weigh



What impact will an appeal have on my life? Think about the pros and cons of proceeding with an appeal vs. accepting the decision. (Consider your time, energy, school work, activities and responsibilities)

	Pros	Cons
Accepting the decision	1. _____	1. _____
	2. _____	2. _____
	3. _____	3. _____
	4. _____	4. _____
	5. _____	5. _____

Proceeding with the appeal	1. _____ - _____	1. _____ - _____
	2. _____ - _____	2. _____ - _____
	3. _____ - _____	3. _____ - _____
	4. _____ - _____	4. _____ - _____
	5. _____ - _____	5. _____ - _____

Step 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	I might	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			

Step 4: Be aware of timelines



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

To do:	Deadline (Day/Month)
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	

Step 5: Decide

*I have decided to continue with the appeal process.
 Drafting my Argument: Does my appeal letter.....*



Does my appeal letter.....	Yes	Needs Work	No
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?			
include everything it needs to according to the applicable rules?			
Is my appeal letter....	Yes	Needs work	No
easy to understand and concise?			
honest and forthright?			
proofread for spelling and grammar?			

Step 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?