

Proposed Graduate Academic Calendar Regulation Amendment
Section – Grade appeals
Academic Council - January 22, 2019

Rationale for proposed changes: To clarify that faculty members participating in a graduate student grade appeal must have a graduate faculty appointment. To also clarify that it is the course instructor that may be invited to meet with the appeals panel.

Grade appeals

Students may, with sufficient academic grounds, request that a final grade in a course be appealed. This will comprise only the review of specific pieces of tangible, but not oral, work. Grounds not related to academic merit are not relevant for grade appeals.

Students are normally expected to contact the course instructor first to discuss the grade received and to request that their tangible work be reviewed. Students should be aware that a request for a grade appeal may result in the original grade being raised, lowered or confirmed. The deadline for submitting grade appeals is three weeks after the release of final grade reports in any term.

If the student wishes to formally appeal the grade, the student shall lodge a request with the School of Graduate and Postdoctoral Studies, who will contact the graduate program director and collect fees from the student for the appeal. Students must specify the rationale for their appeal by making clear the component of the final grade upon which they seek appeal. The graduate program director is responsible for ensuring that the work is reappraised by an appropriate faculty member with a graduate faculty appointment, ensuring anonymity of both the student and the reappraiser, and communicating the result of the appeal (including the reappraiser's comments) and the route of appeal to both the student and the course instructor. The reappraiser is given the nature of the assignment and the rationale for the original grade. It is expected that every effort will be made to render the decision within 30 days of the reappraiser's receipt of the work.

In the event that a student feels that the appeal procedures have not been followed appropriately, the student may submit, in writing, a formal request for a grade appeal to the Graduate Studies Committee. Such appeals can only be considered on the grounds of procedural irregularity.

Appeals must be submitted within 15 working days of notification of the decision. Appeals shall be heard by a panel of a minimum of three committee members, as determined by the Dean of Graduate Studies, including at least one student and at least two faculty members with a graduate faculty appointment. The appeal hearing shall be chaired by the Dean of Graduate Studies or designate, who shall be counted as a panel member.

At the discretion of the relevant appeals panel, the student and/or the ~~faculty member~~ course instructor may be invited to meet with the panel to present their case(s) orally. The panel's decision is taken in camera and it is expected that parties will be informed of the decision in writing within 20 working days of the filing of the appeal.