



## **FACULTY OF GRADUATE AND POSTDOCTORAL AFFAIRS PROCESS FOR GRADE APPEALS**

The basic process for requesting a grade appeal is outlined in Article 15.0 of the Graduate Calendar General Regulations. The procedures to follow are itemized below.

### **A) PRIOR TO CONTACTING THE FACULTY OF GRADUATE AND POSTDOCTORAL AFFAIRS (FGPA)**

- 1) The student must contact their Department Chair/School Director to request a grade appeal.
- 2) The Department Chair/School Director will assess the merits of the request and may conduct an internal grade review.
- 3) Should the Department Chair/School Director determine that the appeal must be forwarded to the Associate Dean (Student and Postdoctoral Affairs) at FGPA, they will instruct the student to follow the steps below (see point B, below).
- 4) Should the Department Chair/School Director choose to conduct an internal grade review, the student may appeal the result of this review and contact the Associated Dean (Student and Postdoctoral Affairs), FGPA (see point B, below).

### **B) STUDENT TASKS FOR APPEALING THE GRADE REVIEW WITH THE ASSOCIATE DEAN (STUDENT AND POSTDOCTORAL AFFAIRS), FGPA**

- 1) Send the Associate Dean (Student and Postdoctoral Affairs) the [Graduate Grade Appeal Form](#), including the following items:
  - a written statement outlining their rationale for requesting a grade review and the result of any prior internal (departmental) grade review,
  - the original assignment(s) with feedback, mark, etc.,
  - two unmarked hard copies of the original paper(s)/assignment(s) (or the electronic version),
  - a breakdown of all the grades received in the course, including grades received for material *not under review*,
  - course outline,
  - the assignment directions and marking/grading scheme, and
  - any other relevant material.

### **C) ROLE OF THE ASSOCIATE DEAN (STUDENT AND POSTDOCTORAL AFFAIRS)**

- 1) Create a file of the student's case, including the original assignment(s) and copies of all pertaining documents.
- 2) Asks the Department Chair/School Director or the Graduate Program Supervisor for the names of two potential re-readers judged to be appropriate to assess the student's work.
- 3) Contacts the two re-readers and requests that they assess and grade the student's work.
- 4) Averages the grades submitted by these two re-readers to create a final grade.
- 5) Sends a final report and final averaged grade to the student with the re-readers' comments attached. All identifying information concerning the re-readers is removed.

**NOTE: The Associate Dean (Student and Postdoctoral Affairs) will inform the course instructor that a grade appeal has been requested but will not divulge the names of the two re-readers. Furthermore, the two re-readers will not be notified of the original grade(s). The re-readers shall not discuss the issue with the course instructor.**