GRADUATE PROCESS FOR APPEALS:
NON-COURSEWORK PROGRAM MILESTONES AND RESEARCH EXAMINATIONS

The basic process for requesting a grade appeal is outlined in Article 15.0 of the Graduate Calendar General Regulations. The procedures to follow for appeals related to non-coursework program milestones and research examinations by committee (including comprehensive, research essay or thesis examinations) are itemized below.

A) PRIOR TO CONTACTING THE ASSOCIATE VICE-PROVOST (GRADUATE STUDENT AFFAIRS)

1) The student must contact their Department Chair\(^1\) to request an appeal relating to a graduate examination by committee (including comprehensive, research essay or thesis examinations). Note that these examinations by committee can only be appealed based on procedural grounds.

2) The Department Chair will assess the merits of the request and may conduct an internal review relating to alleged departures from proper procedures.

3) Should the Department Chair determine that the appeal must be forwarded to the Associate Vice-Provost (Graduate Student Affairs), they will instruct the student to follow the steps in point B below.

4) Should the Department Chair choose to conduct an internal review, the student may appeal the result of this review and contact the Associate Vice-Provost (Graduate Student Affairs).

B) STUDENT TASKS FOR A PROCEDURAL APPEAL ON AN EXAMINATION BY COMMITTEE TO THE ASSOCIATE VICE-PROVOST (GRADUATE STUDENT AFFAIRS)

1) Send the Associate Vice-Provost (Graduate Student Affairs) the following items:
   - the type of examination by committee involved (i.e. – comprehensive, research essay, or thesis exam), including any relevant assigned course code,
   - the names and departmental affiliations of the members of the examination committee, including the examination committee chair (if applicable),
   - a brief description of the alleged departure from proper procedures before or during the examination in question,
   - any other relevant material.

C) ROLE OF THE ASSOCIATE VICE-PROVOST (GRADUATE STUDENT AFFAIRS)

1) Creates a file of the student’s case and reviews the evidence provided by the student.

2) As needed, contacts the other relevant parties, potentially including members of the examination committee as well as the Department Chair for further context and information.

3) Sends a final decision with rationale to all parties involved, and works with the parties to implement any needed follow-up actions.

\(^1\) The Department Chair may be a Director in the case of Schools or Institutes. The Department Chair may delegate these tasks, frequently to a Graduate Supervisor, for example.