

**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 Chair¹ 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.