



COURSE GRADE APPEAL

AEGROTAT

REQUEST FORM

*Please return completed form to the
Office of the Registrar*

NOTICE – COLLECTION OF PERSONAL INFORMATION

Personal information on this form is collected under the authority of the *University of Windsor Act 1962*, and University of Windsor, Senate By-Law 31. It is collected for the purpose of administering the Course Grade Appeal / Aegrotat Request process. A detailed Notice of Disclosure can be found at: www.uwindsor.ca/fippa. Questions about the collection of this information can be directed to: Director of Registrarial Services at 519-253-3000 or registrar@uwindsor.ca

POLICIES AND INSTRUCTIONS
COURSE GRADE APPEAL / AEGROTAT REQUEST
PLEASE READ CAREFULLY

Excerpt from Bylaw 51 (last amended May 10, 2007)

1.16 All appeals (see section 1.17.1) must be made in writing to the appropriate Faculty through the Office of the Registrar, no later than three weeks after the final mark has been released by the Registrar; the AAU will be given a four-week limit from the end of the appeal period in which to respond to the appeal. The Dean of the Faculty in which the course is offered may, however, owing to extenuating circumstances, grant the right of appeal after the three week deadline.

For students registered in the LL.B. program, the three-week appeal period commences on the date students are notified of their marks by the Faculty of Law.

1.17.1 Informal Review

Where a student wishes to review a grade awarded for assigned work at any time during the term the course is being taught, and up to the time the marks are officially submitted to the Office of the Registrar, an informal inquiry can be made to the Instructor responsible for the course. Assigned work includes mid-terms, tests, seminars, essays, final examination and all other academic exercises that will be used in calculating a final grade. The purpose of the inquiry is to review the work submitted and to allow for any adjustment of the grade in question where that change is found to be appropriate by the Instructor. This must be done within the time limit as established by the Instructor, but not later than ten working days after the release or publication of the grade. This review does not preclude the student from appealing the final grade.

Where the purpose of reviewing work for which a grade has been assigned is not to request a grade change, requests may be made to review the graded work up to six months after the close of the term in which the course was taught, upon reasonable notice to the instructor.

1.17.2 Formal Appeal

When a student believes his/her final grade does not accurately represent his/her academic accomplishments because of incorrect evaluation of work or because of procedural irregularity, the following procedure shall be made available.

Students appealing on the grounds of serious health circumstances or bereavement should follow the procedures indicated in paragraphs 1.18.1-1.18.3. Matters dealing with bias are covered in Bylaw 31. Similarly, appeals claiming procedural errors in the application of this Bylaw are also covered in Bylaw 31.

1.17.2.1 The student may formally appeal through the Office of the Registrar at a fee of \$20.00;

1.17.2.2 The Dean of the Faculty offering the course shall inform the Registrar of the result of the appeal. The student will be informed of the outcome, with reasons (if reasons for the appeal were submitted) in writing by the Registrar, and if successful, the \$20.00 fee will be refunded.

1.17.2.3 All money collected for appeals and not returned to the student shall be deposited in the general University scholarship fund.

1.17.2.4 Where the student is contemplating a formal appeal, s/he shall have the right to review his/her work for which a grade has been assigned, upon reasonable notice to the instructor.

1.17.2.5 Incorrect Evaluation

1.17.2.5.1 A student is encouraged to submit a letter of rationale including relevant supporting documents (*i.e.*, class assignments, tests).

1.17.2.5.2 The appeal will be referred to the Dean of the Faculty offering the course, who, in consultation with the AAU Head, will be required to instruct the Instructor responsible for assigning that final grade in dispute where possible, or an alternate where not possible, to review all assigned work for the purposes of re-evaluation. The Dean, in consultation with the AAU Head, shall confer with a second faculty member with the appropriate expertise who was not involved in the instruction or evaluation of the course. The identity of the second faculty member consulted by the Dean shall not be divulged to either the student or to the original instructor.

1.17.2.6 Procedural Irregularity

1.17.2.6.1 The student shall submit a letter of rationale explaining the effect of the procedural irregularity on the grade and include relevant supporting documentation (*e.g.*, course outline)

1.17.2.6.2 The appeal will be referred to the Dean of the Faculty offering the course who in consultation with the AAU Head will investigate the appeal. If procedural irregularity has occurred and has adversely affected the student's grade, the Dean of the Faculty offering the course will adjust the grade or make alternative appropriate arrangements.

1.17.2.7.1 During the course of any appeal procedure described throughout paragraph 1.17.2, a stay on all lower decisions affecting a student's standing in a program or eligibility to proceed with a course of study shall be in effect until a final decision has been reached.

POLICIES AND INSTRUCTIONS (continued)

1.17.2.7.2 The stay shall also be in effect if the matter is being considered by the Subcommittee on Procedures and Discrimination, under Bylaw 31. In the event that a decision adverse to the student is reached by the Subcommittee on Procedures and Discrimination, the student will receive the original grade assigned or the grade assigned on appeal, as the case may be.

1.17.2.7.3 In cases where the assigned grade prevents the student from achieving the requirements for promotion, the requirements as defined by the Faculty will be applied.

1.18.1 Considerations for Health, Bereavement, or Extenuating Circumstances

Informal Request

1.18.1.1 A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Instructor as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. The instructor may choose to handle the matter informally. Whether or not informal resolution is obtained, a formal request through the Office of the Registrar is also possible in accordance with paragraph 1.18.1.2.

Formal Request

1.18.1.2 A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Office of the Registrar as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. A letter of rationale, requesting alternate evaluation or accommodation, and supporting documents (e.g. the attending physician's letter, the call to jury duty) must be submitted to the Office of the Registrar forthwith and will be forwarded to the Dean of the Faculty in which the course is offered. If the Dean of the Faculty offering the course finds the grounds sufficient, the student's request will be forwarded to the Instructor who shall provide an alternate evaluation or accommodation. The Dean of the Faculty offering the course shall inform the student and the Office of the Registrar of the approved alternate evaluation or accommodation.

1.18.1.3 In the cases outlined in 1.18.1.1-1.18.1.2 above, the Instructor may grant an "aegrotat" grade on the basis of term work or assign an "incomplete" grade indicating what further work is required and the deadline by which such work must be completed. The instructor's response will be forwarded to the Registrar using the procedure followed for submitting final grades.

In the Faculty of Law, the procedures related to academic status appeals as developed by that Faculty, will apply.

1.18.2 Following receipt of the letter of rationale and supporting documents by the Office of the Registrar, and until the Dean of the Faculty offering the course has communicated his/her decision to the Office of the Registrar, a stay on all decisions affecting a student's standing in a program or eligibility to proceed with a course of study, shall be in effect until a final decision has been reached. The Dean of the Faculty offering the course shall communicate his/her decision in writing or electronically to the Office of the Registrar within four weeks of receipt of the letter of rationale and supporting documents by the Office of the Registrar.

1.19.1 Subject to regulations laid down by the Faculty, an "Incomplete" grade may be assigned to a student who so requests and at the discretion of the Instructor and AAU Head. Such a grade will be granted to a student who has not been able to complete all course requirements by the date of the final evaluations. The "Incomplete" grade could be used in situations such as:

1.19.1.1 the missing of an examination or test for a valid reason;

1.19.1.2 the failure to complete required projects or assignments in the allotted time owing to circumstances beyond the student's control.

1.19.2 The average of a student who receives an "Incomplete" grade will not be calculated until the final mark is assigned. An "Incomplete" grade must be changed to a letter grade no later than six weeks after the last date of the examination period, at which time, if no grade has been assigned, a final grade of F will automatically be entered in the student's record by the Office of the Registrar, except in exceptional circumstances in which case the Dean of the Faculty offering the course shall specify a period of time greater than six weeks.