



FINAL GRADE APPEAL REQUEST FORM
FOR INCORRECT EVALUATION OR PROCEDURAL IRREGULARITY
(UNDERGRADUATE COURSES ONLY)

See Policy and Instructions on the reverse of this form.

Complete and attach a letter of rationale, any supporting documentation and submit in person or by mail to the University of Windsor, Office of the Registrar, 401 Sunset Ave., Windsor, ON, N9B 3P4.

Section 1 – To Be Completed by Student

- ☐ FALL
☐ WINTER
☐ SUMMER

STRICTLY CONFIDENTIAL

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STUDENT I.D. NUMBER

2	0	1	_
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YEAR

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SURNAME

GIVEN NAME

INITIAL

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ADDRESS – STREET, APT # or RESIDENCE/ROOM

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CITY & PROVINCE

POSTAL

TELEPHONE

EMAIL

--

COURSE BEING APPEALED (NUMBER AND TITLE)

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COURSE INSTRUCTOR NAME

COURSE GRADE APPEAL (CHECK EITHER “A” or “B”)

FEE \$20.00

A. ☐ INCORRECT
EVALUATION

B. ☐ PROCEDURAL
IRREGULARITY

ATTACH LETTER OF RATIONALE AND DOCUMENTATION AS APPLICABLE

STUDENT'S SIGNATURE

DATE

Section 2 – Result of Appeal

NO CHANGE IN ORIGINAL GRADE OF

--

Original Instructor: _____

GRADE RAISED FROM

--

TO

--

Reviewing Instructor: _____
(Required for incorrect evaluation.)

GRADE LOWERED FROM

--

TO

--

Reviewing Instructor's signature: _____

GRADE OF “IN” (Incomplete) GRANTED

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APPROVED BY: _____
Department Head

APPROVED BY: _____
Dean

NOTES/COMMENTS:

Section 3 – Registrar's Office Use

Receipt Number: _____

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Refund of \$20.00 Fee is Authorized by University Policy

Taken by: _____

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No Refund is Authorized by University Policy

Date: _____

Office Use Only

POLICY AND PROCEDURES

PLEASE READ CAREFULLY

Excerpt from Bylaw 51 (last amended December, 2009)

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.

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 32. Similarly, appeals claiming procedural errors in the application of this Bylaw are also covered in Bylaw 32.

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.

1.17.2.7.2 The stay shall also be in effect if the matter is being considered by the Committee on Procedures and Discrimination, under Bylaw 32. In the event that a decision adverse to the student is reached by the Committee 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.

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 Grade Appeal 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 the Registrar at **519-253-3000** or registrar@uwindsor.ca