

This form is a guideline and has been designed to help navigate you through the Grade Appeal process.

DEADLINES: You must submit your appeal letter no later than February 15 for Fall courses, June 15 for Winter courses and September 15 for Summer courses. If you miss a deadline, you must submit a compelling case to the appeals officer indicating why it was not possible for you to meet the deadline.

Note that you may only submit one appeal per course. It is therefore advised that you wait until you have received all of your marks for a course before submitting. If you have not received all course marks at the time of the relevant deadline, please contact ada@schulich.yorku.ca to discuss the possibility of an extension.

GENERAL INFORMATION

Check off the box next to each section as you complete it. Incomplete forms will not be reviewed by the Appeals Officer.

1. PERSONAL INFORMATION

Student #: _____ Program: _____
Last Name: _____ First Name: _____
Telephone: _____ Email: _____

2. COURSE INFORMATION

Course #: _____ Section: _____
Term: _____ Instructor Name: _____

3. GRADE APPEAL

A grade appeal can be made based on the following two grounds. Please check what applies to your case. Please be sure to address the case(s) in your statements.

- A clerical error has resulted in a miscalculation of the grade.
- A computational grade awarded did not fairly reflect the student's academic performance according to the grading system used by the instructor.

3a. Informal Resolution

The Appeal Procedures mandate that students should first attempt to resolve the appeal informally with the instructor. The Appeals Officer will not review an appeal where it could have been reasonably expected that such an attempt has been made.

- It was impossible to resolve the issue(s) with the instructor. Here what has occurred, including an approximate timeline and brief summary of these meetings / communications (please attach any further documentation).

3b. Formal Resolution

Please provide compelling reasons why you think any of the above reasons for a grade appeal hold in your case. As grading is relative at Schulich, please bear in mind that the focus of the investigation will be on the violation of academic policies as well as errors in grading or computation. For grades that cannot be mathematically derived, the focus will be on consistency in grading. If the latter applies to you, please provide compelling reasoning of why you think the instructor has graded your work differently from that of other students.

- Keeping the above statement in mind, please provide additional, relevant information to the Appeals Officer in support of your grade appeal.

- Please list and attach** additional supporting documentation to substantiate any information you have listed in this form and explain how it is relevant to your request. If you do not have any supporting evidence, explain why.

4. Student Declaration and Signature

I declare that the information on this form and supporting documentation are true, complete and accurate. I understand that any misrepresentation of this information may lead to a charge of breach of academic honesty. I consent to the disclosure to York University of personal information including the information I have given on this form and the associated supporting documentation to the Appeals Officer and associated administrative staff. I confirm that **all** the necessary supporting documentation for my petition is enclosed. I also understand that if any required documentation is missing, my petition will not be processed.

Student Signature: _____

Date: _____