

# Appealing a Grade

Students may appeal a grade if there are grounds to do so. Normally, you must be able to demonstrate that an error was made in assessing a piece of work, or in tabulating a grade. There are specific deadlines for appealing a grade in a course for each academic session (see the Western Calendar for details:

[https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_14](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14)

## • Informal Appeal:

Contact your instructor, indicate the grade you are appealing, and provide the grounds for your appeal. Instructors cannot revise a grade simply because you need a higher grade to meet progression requirements, conditions of probation or a Dean's waiver, or for your preferred program. All grade revisions must be justified by the instructor to receive the Dean's approval.

## • Formal Appeal:

A formal appeal can be submitted if an informal appeal is denied and there are sufficient grounds to proceed. A formal appeal must be submitted in writing, before the relevant deadline, to the chair of the department in which the course is taught. A formal appeal can generate one of three results: the grade may be increased, remain the same, or be lowered - so you take a calculated risk in appealing a grade.

## Grounds for Appeals

The grounds for a request for relief may be one or more of: medical or compassionate circumstances, extenuating circumstances beyond the appellant's control, bias, inaccuracy or unfairness. All grounds advanced in a request for relief must be supported by a clear and detailed explanation of the reasons for the request together with all supporting documentation. Ignorance of Senate regulations and policies and particular program requirements and policies as set out in the University Calendar does not constitute grounds for a request for relief.

## Deadlines for Requests for Relief

**Marks:** A request for relief against a mark or grade must be initiated with the instructor as soon as possible after the mark is issued. In the event that the instructor is not available to the student, or fails to act, or if the matter is not resolved satisfactorily with the instructor, a written request for relief must be submitted to the Chair of the department within three weeks from the date that the mark was issued. In the case of a **final grade** in a course, the written request for relief must be submitted to the Chair of the department by the following dates:

|   |                            |
|---|----------------------------|
| January Marks:                          | January 31 <sup>st</sup>   |
| April/May Marks:                        | June 30 <sup>th</sup>      |
| Intersession:                           | July 31 <sup>st</sup>      |
| May/June Dentistry Marks:               | July 31 <sup>st</sup>      |
| Summer Evening:                         | August 31 <sup>st</sup>    |
| Summer Day:                             | September 15 <sup>th</sup> |
| Spring/Summer Distance Studies Courses: | October 15 <sup>th</sup>   |

A request for relief against a decision of the Chair must be made to the Dean in writing not later than three weeks after the Chair's decision is issued. All relevant information and documentation must be provided to the Dean with the request for relief.