


SECTION:	Graduate Studies		
TOPIC:	Graduate Studies Grade Appeals		
EFFECTIVE DATE:	March 15, 2012	REPLACES:	
RECONFIRMED DATE:			
REVISION DATES:	ARCHIVED:		
Approved by President + CEO			

SCOPE

All students have the right to appeal assigned grades.

Appeals Process

1. It is expected that, where appropriate and possible, a student will attempt to resolve a problem informally with the appropriate faculty member before initiating a formal appeal process.
2. All formal appeals to the Graduate Studies Appeals Committee must be made through the Director of Graduate Studies and copied to the Registrar, in writing and with necessary documentation, within 15 working days of the student's receipt of the decision in question. The student's written appeal must clearly state the decision being appealed, the reason(s) why that decision is considered to be unwarranted, as well as what decision would be considered an appropriate reflection of the learning outcomes achieved and, in particular, the basis for arriving at that conclusion.
3. Within 5 working days of receipt of the appeal, the Director of Graduate Studies, must:
 - compile all relevant documentation, and
 - form the Graduate Appeals Committee, and distribute all relevant documentation to the Committee members.
4. Within 15 working days the Director of Graduate Studies having received the appeal:
 - the Graduate Appeals Committee must meet and render a decision, and
 - the Director of Graduate Studies must inform the student of that decision.
5. Any appeals of the decision of this Committee shall be forwarded to the Continuance Review Committee through the Director of Graduate Studies.

Graduate Appeals Committee

Grade Appeals Committee membership is assigned by the Director of Graduate Studies, as follows:

- two Graduate Teaching Faculty, one of whom will be assigned Chair, and
- one graduate student.