



Registrar's Office
 1407 14 Avenue NW Calgary, AB T2N 4R3
 Tel: 403.284.7634 Fax: 403.284.7644
 registrar@auarts.ca

Grade Appeal Form

All correspondence with students concerning grade appeals will be to their @auarts.ca email address throughout the grade appeal process. There are deadlines in the grade appeal process and it is incumbent upon the student to ensure that they are receiving their emails at this address. Deadlines will not be extended for students who do not receive their emails from their @auarts.ca email address.

All parties involved in the grade appeal should also reference procedure **500.08.01 Grade Appeal** for further information. A student may choose to be accompanied by a support person/advisor. A student may appeal a final grade if they believe that an instructor has applied inappropriate criteria in evaluations and/or that an instructor has unfairly interpreted the student's work in light of stated criteria. **Grade appeals must be objective in nature and based on evidence.**

Student and Course Information

Student ID:	Student Last Name:	Student First (or Chosen) Name:
Phone Number:	AUArts Email Address:	Major:
Course Code & Section:	Course Title:	Instructor's Name:
Dated Requested:	Semester: <input type="checkbox"/> Fall 20__ <input type="checkbox"/> Winter 20__ <input type="checkbox"/> Spring 20__	Original Grade:
Reason for Grade Appeal: <input type="checkbox"/> Belief that Instructor has applied inappropriate criteria in evaluation <input type="checkbox"/> Belief that Instructor has unfairly interpreted student's work considering stated criteria <input type="checkbox"/> Belief that Instructor has made a calculation error in weighting the components that comprise final mark		
Student's Signature:		Date:

Office Use	Date that is 14 business days from when final grades were available:
-------------------	--

Step One: Grade Query

This first step in the Grade Appeal process is intended to provide a forum for the instructor and student to resolve the issue of a grade dispute. Items for discussion include: whether there was an oversight or a mistake in grading; the reason(s) for the student's request for a grade change; the criteria used to determine the grade; the possibility of a change of grade to an "I" incomplete with specific conditions that have to be met to satisfy the course requirements or to any other grade; and perhaps other things as well.

Instructions to Student

The deadline for completing and returning this form to the Registrar's Office is 14 working days from when final grades were made available at the end of the semester. In the event the instructor is not available for a grade query, you may default to Step 2: Major/Area of Study Resolution by submitting this form to the Registrar's Office within the same deadline. This deadline will not be extended due to holds on the student's account because the student owed money or other things to AUArts. It is the student's responsibility to take care of the business for which they have a hold on their account.

Instructions to Instructor

The instructor may agree to a change of grade or decide to uphold the original grade as a result of this grade query. If the instructor decides that the original grade is to be changed, they must also complete a Change of Grade Form including having it signed by the Chair and submitting it to the Registrar's Office. If the grade is not to be changed, the instructor must provide their course guideline, a written account of how the student's grade was determined relative to the outlined objectives of the course, and the evaluation criteria to the Chair. Please indicate your decision and sign below:

<input type="checkbox"/> Original grade to be upheld	<input type="checkbox"/> Original grade to be changed	Revised grade:
Instructor's Signature:		Date:

If the student is unsatisfied with the outcome of this step of the grade appeal procedure, they may proceed to Step Two.

Step Two: Major/Area of Study Resolution

This second step in the Grade Appeal process provides for a review by a Program Resolution Panel.

Instructions to Student

Within 7 calendar days of receipt of the results of the Step 1 grade appeal via email from the Registrar's Office, the student must initiate Step Two of the grade appeal procedure. To initiate Step 2, the student must forward the form that was emailed to them along with their written grounds for the appeal to the Chair of the School of Program the course is under. The student will also be advised of who the Chair is in the Step One results letter.

Instructions to Chair of the School of the area of the contested grade

Within 10 working days of receiving the written grade appeal information from the student, the Chair will set up a Program Resolution Panel and shall appoint two other members to be instructors from within the Program area (or familiar with the area of study in dispute). The Chair will serve as Chair of the Program Resolution Panel and all three members will have voting privileges. The Program Resolution Panel shall: review the student's written submission; review the official course outline, the instructor's course guideline, plus the instructor's written account of how the student's grade was determined relative to the outlined objectives of the course and the evaluation criteria; interview the parties (if deemed necessary); and review the student's work in light of course expectations to assess whether the work has fulfilled the requirements of the course. In reviewing the student work, only work produced for the course may be included in the review. The Panel will decide by majority vote if the original grade should be retained, raised or lowered. The Chair of the School shall confirm that the program review has been completed by signing Step 2 section of this Grade Appeal form and recording the decision of the Program Resolution Panel directly on this form. The Registrar's Office will inform the student of the results via email.

<input type="checkbox"/> Original grade to be upheld	<input type="checkbox"/> Original grade to be changed	Revised grade:
Chair's Name:	Chair's Signature:	Date:

If the student is unsatisfied with the outcome of this step of the grade appeal procedure, they may proceed to Step Three.

Office Use	Date Student Initiated Step Two with the Registrar's Office:	Date the Registrar's Office Emailed Chair to Commence Step Two:
The chair has 10 working days from receipt of the students written grounds for their grade appeal to convene a resolution panel and submit the results to the Registrar's Office.		

Step Three: Formal Resolution

This third step in the Grade Appeal Process involves a review of the student's appeal by members external to the program.

Instructions to Student

Within 7 calendar days of receipt of the results of the Step Two grade appeal via email from the Registrar's Office, the student must initiate Step Three of the grade appeal procedure. To initiate Step Three, the student must submit the form they received via email to the Registrar's Office where the student will be charged the grade appeal fee. This fee must be paid within 7 calendar days to continue the grade appeal. This fee will be refunded only if the student is successful in their grade appeal. Please indicate by signing below that you wish to proceed with Step Three. Submit your receipt as proof of payment to the Registrar's Office.

Student's Signature:	<input type="checkbox"/> Fee Paid and Receipt Attached	Date:
----------------------	--	-------

Instructions to Chair of the School of the Area of the Contested Grade

Please form a Grade Appeal Committee comprising two other faculty members (one who is familiar with the area of study in dispute and has not participated in Step Two; and one who is outside the area being contested) and one student who is an executive member of the Students' Association. These three members will have voting privileges. The Chair will serve as Chair of the Grade Appeal Committee and will be a non-voting member. The Grade Appeal Committee shall: review all written submissions (as provided by the Chair of the School in the area of the contested grade) in Step Two; review the recommendations of the Program Resolution Panel; and interview the student and the instructor.

Please indicate the Grade Appeal Committee's decision and sign below. Please attach any recommendations. The Registrar will advise both the student and the instructor of the outcome.



Registrar's Office
 1407 14 Avenue NW Calgary, AB T2N 4R3
 Tel: 403.284.7634 Fax: 403.284.7644
 registrar@auarts.ca

Grade Appeal Form

<input type="checkbox"/> Original grade to be upheld <input type="checkbox"/> Original grade to be changed		Revised grade:
Given no procedural irregularities in the appeal process, the Grade Appeal Committee's Decision is final, and no further appeal is possible.		
Chair of Appeal Committee's Name:	Chair's Signature:	Date:
Associate VP, Research & Academic Affairs' Name:	Associate VP's Signature:	Date:

Office Use	Date Student Initiated Step Three with the Registrar's Office:	Date the Registrar's Office Emailed Chair to Commence Step Three:
The chair has 10 working days from receipt of the Step Three appeal from the Registrar's Office to convene the Grade Appeal Committee, record the results, have this form signed by the AVPRAA and return the form to the Registrar's Office.		

Office Use Only (Registrar's Office)

Original Date Student Submitted Form to Registrar's Office:	Date Student is Notified Results of Step One and Form is Returned:
Step One: Date Grade Recorded (if applicable):	Date Step One Letter & Form Emailed:
Step Two: Date Grade Recorded (if applicable):	Date Step Two Letter & Form Emailed:
Step Three: Date Grade Recorded (if applicable):	Date Step Three Letter & Form Emailed: