

Marks Appeals

1. If you are dissatisfied with a grade on a piece of work or with your final standing in a course, you must first discuss the matter with your course instructor. If at all possible, you must do this within two weeks of the mark being issued or posted. If your instructor is not available or fails to act, or if you cannot resolve the matter satisfactorily with the instructor, you may make a written appeal to the Associate Dean.
2. Your appeal to the Associate Dean must cite substantive reasons for your claim that the assignment or course under discussion merits a higher grade. The appeal must include:
 - the assignment(s) under discussion as marked by the instructor; any written comments the instructor might have provided;
 - your reasons for disagreeing with the instructor's assessment;
 - a suggested solution to the issue (such as reassessment of the assignment by a third party, reweighting of the assignment, exemption from a portion of course requirements, rewriting of the assignment).
3. The Associate Dean will attempt to resolve the matter informally through consultation with you and the instructor.
4. If informal consultation fails, the Associate Dean will make a final decision on how the appeal is to be resolved.
5. The Associate Dean will notify you and your instructor of her decision, promptly and in writing, and of any change in grade that may have resulted.
(A grade may be raised, lowered, or stay the same.)
6. The Associate Dean's decision may be appealed to the Senate Review Board Academic (SRBA). For policies involving SRBA appeals, go to the following website: