Course Grade Appeal Procedures

Grade appeal procedures follow guidelines set out in the SFU document “Grading and the Reconsideration of Grades” (T 20.01). Under that directive, the Department Chair is responsible for arranging re-evaluation of the work on which a disputed grade is based.

In the Department of Political Science, the following procedures are adhered to:

a. Either final grades or written assignments [exams or essays] may be appealed. Appeals must normally be filed within 60 days of the grade release.

b. A grade reconsideration may raise a grade, lower a grade or leave the grade unchanged.

c. The Department Chair will ensure that all relevant material is gathered and submitted to the anonymous second reader(s). The Chairs of the Graduate Studies Committee and the Undergraduate Studies Committee will assist the Department Chair in the implementation of various appeals where relevant.

There are normally three steps in the grade appeal procedure:

**Step #1: Informal Appeal Process**
This step may deal with queries related to the determination of grade components, not just final grades. Students are advised to prepare, and provide to their instructor, a clear and precise written account of why they believe their grade should be altered. This should then be discussed informally with the instructor.

**Step #2: Department Appeal Process** *(if Step #1 is unsuccessful)*

a. The student will submit a completed Grade Appeal form to the Department Chair (see opposite side).

b. The Department Chair will compile the annotated version, minus the grade assigned, of all papers, assignments, examinations, and test materials produced by the student for the course, as well as course outlines, syllabus and student notes outlining instructors’ expectations concerning course work.

c. With advice from either the Undergraduate or the Graduate Chair, the Department Chair will arrange for another faculty member from the same field, or a related specialty, to evaluate these materials. This evaluation shall be conducted without reference to the rest of the student’s academic record, and the identity of the student will be kept confidential. The identity of this faculty member shall be kept confidential from the student and the original instructor.

d. The Department Chair will advise the student and the original instructor of the results of this anonymous evaluation, and shall establish the grade, taking into account the re-evaluation, or take such other steps as are necessary, such as gathering more information or getting guidance from the Dean's office.

**Step #3: Dean of Arts Appeal** *(if Step #2 is unsuccessful)*
The student who is concerned that his/her request for reconsideration has been dealt with inappropriately at the departmental level may convey his/her concern to the Dean of Arts. The Dean will review the events and materials submitted from Step #2, and:

a. Confirm the grade awarded at the departmental level if he/she is satisfied there is no new evidence and that judicious and proper procedures have been followed in the consideration at that level;

b. If there appears to be significant evidence not considered at the departmental level, the Dean may refer the reconsideration back to the Department Chair with instructions;

c. The Dean may initiate reconsideration (by alternate means where necessary) if, in his/her judgment, the matter cannot be resolved at the departmental level.

*The decision of the Dean shall be final, subject only to an appeal to Senate.*
Grade Appeal Form

Student Information
Student Name: ____________________________________________
Student Number: ____________________________ Email: ________________

Course Information Related To Grade BeingAppealed
Course Number: ____________________________ Semester Taken: ____________________________
Course Instructor: ____________________________ Grade Obtained: ____________________________

According to the policy, you are to have discussed your course grade with the instructor and/or the Department Chair informally before submitting this appeal. Did you do so? How (e.g. in person; phone; e-mail)? If you did not do so, briefly explain why not.

Would you like to initiate the Departmental Appeal Process? ☐ YES ☐ NO

OR

Are you seeking further re-evaluation by the Dean of the Faculty of Arts? ☐ YES ☐ NO

NOTE: Re-evaluation by the Dean of the Faculty of Arts cannot be requested without first having gone through the Departmental Appeal Process.

Reasons For The Appeal
Explain the basis of your appeal in detail. Please note and explain the particular components of your final grade with which you disagree. If you are taking issue with an essay or other written assignment grade, address the instructor’s comments carefully and in the order they were made on your assignment(s). For more space, your comments can be typed on a separate sheet with your name and the course number at the top, and stapled to this form.

I certify that all of the above information is accurate and complete. I understand that any deliberate misrepresentation constitutes a breach of University policy on academic honesty.

Student Signature: ____________________________ Received by: ____________________________
Date: ____________________________ Date: ____________________________

Submit this completed form to the Department Chair. Please request a photocopy of the original document upon its completion.