



Application for Grade Appeal

Checklist:

- I have read section 6.1 Appeals of Grades from the [Handbook of Academic Regulations, Policies and Procedures](#).
- I am appealing a final course grade of B minus (70-72.9%) or lower.

Step 1: Informal Request for Review

- After the final course grade was posted on either onQ or SOLUS, I contacted my instructor and participated in the informal request for review discussion.
- After the informal request for review, my instructor provided me with a rationale as to why my final course grade was not going to change.

Step 2: Formal Request for Review

- Within 14 calendar days of the release of the grade, I contacted my instructor with a Formal Request for Review copying gdipicl.support@queensu.ca
- Within 14 calendar days of receiving my Formal Request for Review, my instructor provided me with a written decision as to why my final course grade was not going to change.

Step 3: Letter of Appeal

- Within 14 calendar days after receiving feedback from my instructor after the Formal Request for Review, I submitted a Letter of Appeal requesting a Review of the Grade and this Grade Appeal Form to: gdipicl.support@queensu.ca
- In my Letter of Appeal, I clearly stated the grounds for the change I am requesting in my final course grade.
- I understand that the grade resulting from the review by the Coordinating Instructor shall be recorded as the final official grade, and constitute an academic decision, irrespective of whether it is identical to, higher, or lower than the original grade.
- If I believe that a Request for Review may not be appropriate under the particular circumstances, I understand that I must provide a rationale as to why the review was not requested when submitting the Letter of Appeal for reassessment (ie. breakdown of instructor-student relationship).
- I understand that in circumstances where the Coordinating Instructor is also the Instructor, the appeal will be determined by the Academic Director or their delegate. In circumstances where the Academic Director is also the Instructor or Coordinating Instructor, the appeal will be determined by the Associate Dean (Graduate Studies) in the Faculty of Law.

In the appeal request, I understand that I must:

- (i) provide a written statement that clearly articulates grounds for appeal and specifically identifies a procedural error or the substance of an answer where you believe the mark given was not correct, for example:
 - a. show, in an objective answer, that a correct answer has been counted as incorrect;
 - b. show, in a qualitative or essay answer, that the response has been under-evaluated substantially; or
- (ii) provide a written statement that clearly articulates the extenuating circumstances that support the appeal;
- (iii) provide relevant documentation to support the appeal; and
- (iv) submit links to the original, unaltered graded material in onQ along with a breakdown of the grades awarded in all course assessments
 - It is your responsibility to submit relevant materials with the appeal. In any formal appeal for reassessment, you must accept the responsibility for ensuring that the work presented for reassessment is in fact the original work submitted for evaluation. If the work has been altered, the submission will be investigated as a departure from Academic Integrity according to the SGSPA Policy on Academic Integrity.
- (v) append my instructor's decision from the Formal Review stage to this application.
- Non-substantive statements that do not relate directly to the content of the deliverable, or where applicable, the procedural error or extenuating circumstance (e.g. "I worked hard on this assignment", or "I don't usually get grades like this") do not constitute acceptable grounds for a reassessment.

Step 4: Further Appeal

You may pursue further appeal of an assigned grade in a course only on the basis of a specific procedural error(s) made in the program grade review procedures, or based on extenuating circumstances, in accordance with Steps #3, #4 and #5 as set out in "Appeal against Academic Decisions" in the School of Graduate Studies and Postdoctoral Affairs General Regulations. Course marks decisions cannot be overturned through these supplementary appeal procedures; however alternative actions (including the possibility of further assessments) may be ordered by the SGSPA Academic Appeal Board (AAB).

References to "Head or Coordinator of Graduate Studies" in the Graduate Studies Calendar should be replaced by "Academic Director, Graduate Diploma in Immigration and Citizenship Law."

Relevant Links

- i. [Graduate Diploma in Immigration and Citizenship Law Handbook of Academic Regulations, Policies, and Procedures](#)
- ii. [Application for Grade Appeal](#)
- iii. [Request for Academic Consideration for Extenuating Circumstances Form](#)
- iv. [Academic Consideration for Students in Extenuating Circumstances Policy](#)



Application for Grade Appeal

Student Full Name:	
Student Number:	
Student's Queens University Email Address:	
Date of Application:	
Course Code, Term, and Final Grade Received: (ie. ICL810-Winter 2024, F grade): <i>Please note that a separate application is required for each course that you wish to appeal.</i>	
Instructor(s) Full Name(s):	
Instructor(s) Email Address(es):	
Student Signature: <i>By typing your name here, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this application.</i> <i>Date: The personal information collected on this form is collected under the authority of the Royal Charter, 1841 of Queen's University. The information is collected for the purpose of administering the formal grade appeal process set forth on the back of this form. The form will be retained in the Student Services Office for a period of one year after the re-read has been completed and thereafter destroyed.</i>	

I am applying this grade appeal on the grounds of (select one or both):

- (i) substantive or **procedural** (e.g. an error in application of the grading rubric; the weighting of assessments; calculation of the grades).
- (ii) **qualifying extenuating circumstances** (i.e sudden illness and serious injury to self or significant others, bereavement, a traumatic event, and other serious personal/family crisis). Technology difficulties, a vacation, work-related travel or other competing commitments, are not qualifying circumstances. See: [Academic Consideration for Students in Extenuating Circumstances Policy | University Secretariat and Legal Counsel \(queensu.ca\)](#)
- Supporting documentation is required when applying for a grade appeal under extenuating circumstances. Acceptable documentation requires the independent verification of an extenuating circumstance for the purposes of requesting academic consideration. Required documentation will differ depending on the extenuating circumstance and must be completed by an appropriate professional. See: [Academic Consideration for Students in Extenuating Circumstances Policy | University Secretariat and Legal Counsel \(queensu.ca\)](#)
 - Allegations of bias or discrimination may not form the basis of a grade appeal under this policy; such complaints should be made directly to the Queen's Human Rights Office, under the Harassment/Discrimination Complaint Policy and Procedure. Students who wish to appeal a grade in a GDipICL course should follow the procedure outlined below.



Letter of Appeal

- Please indicate the grades received on all individual assessments for the course (ie. Assessment # 1, Oral Advocacy, 9/20).

Assessment #:	Assessment Name:	Grade Received:
1		
2		
3		
4		
5		
6		

- Please include an itemized list of all supporting documentation here that you wish to use as part of your grade appeal. If you are appealing your final grade based on extenuating circumstances, documentation is required (ie. medical note for illness; death certificate or obituary for bereavement, etc). Acceptable documentation requires the independent verification of an extenuating circumstance for the purposes of requesting academic consideration. Required documentation will differ depending on the extenuating circumstance and must be completed by an appropriate professional. See: [Academic Consideration for Students in Extenuating Circumstances Policy | University Secretariat and Legal Counsel \(queensu.ca\)](#)

Document #:	Document Name/Type:	Date when document was shared with instructor/ GDiplCL Student Support Team:
1		
2		
3		
4		

Please provide a detailed explanation and attach additional sheets as necessary; and append documentation as attachment/s to your email submission.