

APPLICATION FOR GRADE APPEAL

Formal Grade Appeal Process

1. A student may appeal a final grade of B minus or lower on any examination or assignment worth 50% or more of the final grade in the course. A student may also appeal a final course grade of B minus or lower.
2. This appeal process is not intended for those students whose academic performance is or was adversely affected by documented medical, personal or compassionate grounds. Relief sought on this basis can be sought by requesting extensions for submission of written coursework and a temporary notation of either "grade deferred" or "incomplete" in the student's transcript, or by requesting permission to drop one or more courses. For more information on such requests, see section 3.4.6, Non-Evaluative Grades; and section 7.2, Appeals against other Academic Decisions.
3. 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.
4. **a) Request for review:** Any student who is dissatisfied with an assigned grade in a GDipICL course can discuss the matter with the course instructor ("Instructor"), who can review the grade assigned and respond to the student informally. In circumstances where the assigned grade is B- or lower, students may also request a more formal Request for Review of an assigned grade. The student should submit a Request for Review in writing to the Instructor within 14 calendar days of release of the grade. The Instructor must provide a written decision to the student within 14 calendar days after the student's Request for Review is received.

If a student believes that a Request for Review may not be appropriate under the particular circumstances, the student must provide a rationale as to why the review was not requested when submitting the Letter of Appeal for reassessment.

b) Letter of Appeal for Reassessment: If the Instructor agrees to change a grade, a change of grade form shall be processed in the usual way. If the Instructor confirms the original grade (of B- or lower), and the student wishes to appeal the Instructor's decision, within 14 calendar days after the date of the Instructor's decision, the student must submit a Letter of Appeal to the GDipICL Coordinator, requesting a review of the grade. The Letter of Appeal must state clearly the student's grounds for any change in their grade. The GDipICL Coordinator shall forward the Letter of Appeal to the Lead Course Instructor, who will conduct a review of the grade and provide the Instructor and the student written reasons for the grade resulting from the review within 14 calendar days after receiving the student's Letter of Appeal from the GDipICL Coordinator.

In an appeal by the Lead Course Instructor, the entire deliverable will be reassessed; a student may not request that only a portion of a deliverable be reassessed. An Appeal may result in the grade increasing, decreasing, or remaining the same. Note that a passing grade may be reassessed as a failure. If the grade increases or decreases, the original instructor will be asked to recalculate the final course grade.

Note that a passing final course grade may be recalculated as a failing final course grade. The grade resulting from the review by the Lead Course 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.

In circumstances where the Lead Course 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 Lead Course Instructor, the appeal will be determined by the Associate Dean (Graduate Studies and Research) in the Faculty of Law.

A student 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 #2, #3, #4 and #5 as set out in Appeals against Academic Decisions in the School of Graduate Studies Calendar. Course marks decisions cannot be overturned through these appeal procedures; however alternative actions (including the possibility of further assessments) may be ordered by the 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".

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Date	Examination re-read requested by:	Student Number

E-mail Address	
For examination paper	

<input type="checkbox"/>	Informal Review was held with Instructor:		
	Date		Name of Instructor
<input type="checkbox"/>	Informal Review not conducted - give reason:		

Name of Instructor conducting re-read:	
Comparison papers read:	
1	
2	
3	

The result is:		Confirmed at:	
Raised from:		to	
Reason for the Result (attach page if necessary):			

Signature:

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.

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