

QUEEN'S UNIVERSITY
FACULTY OF LAW

Grade Appeal

Date: _____

Examination re-read requested by: _____

Student number: _____

For examination paper: _____

Charge: \$35.00

Received _____

Date Refunded (if grade raised) _____

Informal Review was held with Instructor:

Date: _____

Name of Instructor: _____

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): _____

Date: _____

Signature: _____

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. Any questions or concerns should be addressed to the Assistant Dean of Students Jane Emrich at emrichj@queensu.ca or by telephone at (613) 533-6000 ext. 74283.

Formal Grade Appeals Process

1 A student may appeal a final grade of D or F on any examination or assignment worth 50% or more of the final grade in the course. Final grades in courses in which evaluation is based on skills-based exercises such as advocacy trials, moots, negotiation exercises or clinical placements are excluded from this appeal process because it will generally not be possible to replicate or reassess the exercise on which the evaluation was based.

2 This appeal process is not intended for those students whose academic performance was adversely affected by documented medical, personal or compassionate grounds. Relief sought on this basis is described in the sections on Special Examination privileges at <http://www.queensu.ca/calendars/law/pg92.html>, and in the provisions for requesting extensions for submission of written coursework at <http://www.queensu.ca/calendars/law/pg95.html>.

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 at <http://www.queensu.ca/secretariat/senate/policies/harass/index.html>.

4a Students who wish to appeal a grade must notify the Assistant Dean of Students by filing a formal Grade Appeal Application within 2 months of the general release of grades. Students are encouraged to seek an informal review with the instructor prior to launching a formal appeal. No formal grade appeal shall be initiated after the expiry of the 12 month period for retention of formal examination papers and major papers and assignments for the course in which an appeal of the final grade is sought.

b A fee of \$thirty-five dollars is payable upon the filing of a grade appeal application in respect to each course for which the final grade is being appealed. A receipt for the fee will be issued by the Student Services Office at the time of filing the application. If the appeal results in an increase to the final grade in the course, the fee paid in respect to that appeal will be refunded.

5 The Assistant Dean of Students will notify the Associate Dean of the filing of the grade appeal. The Associate Dean will then assign another faculty member with expertise in the relevant area to review the assignment or examination under appeal.

6 The reviewer shall provide the Assistant Dean of Students with his or her assessment of the appropriate grade within 30 days. The grade assigned by the reviewer will govern and will replace the grade initially assigned by the instructor of the course. The reviewer may either raise or confirm the original grade.