

**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 and in the provisions for requesting extensions for submission of written coursework. Both can be found in the JD Academic Calendar at <https://law.queensu.ca/programs/jd/student-support/academic-calendar>
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/policies/senate/harassmentdiscrimination-complaint-policy-and-procedure>.
4. A) 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.
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.

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.

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.*