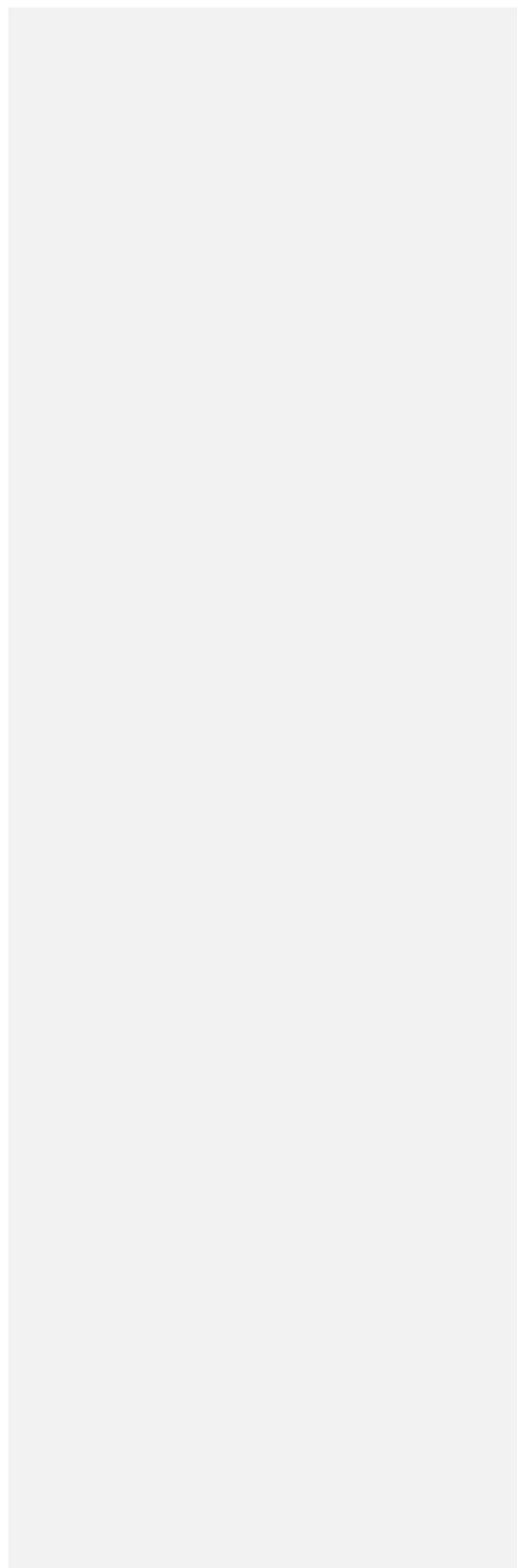


ALGOMA UNIVERSITY

**ACADEMIC APPEALS
PACKAGE**



FREQUENTLY ASKED QUESTIONS

How long do I have to appeal a grade?

A student must initiate an appeal of a grade at any time before, or within 15 days after, the release of the official report of grades for the course involved.

Where can I find Grade Appeal Documents?

They can be found at <https://www.algomau.ca/academics/office-of-the-dean/student-related-policies/> or at the Office of the Dean, NW300.

Can I appeal a single paper or exam?

Yes, a student can appeal a single assignment, test, essay, or the final grade for a course 15 days after receiving the official mark.

What if my appeal involves Academic Dishonesty?

Academic Dishonesty Appeals follow the grade appeal process. For more information on penalties of Academic dishonesty please refer to the Disciplinary Regulations on Academic Dishonesty Policy.

What is the difference between an Informal Appeal Process and a Formal Appeal Process?

The Informal Appeal Process begins when the student contacts the faculty member teaching the course in which the grade is being appealed. If necessary, it also includes the second stage, which involves contacting the Faculty Chair.

The Formal Appeal Process begins after the first two stages are complete and the appeal is brought forward to the Office of the Dean and, if necessary, to the Appeals Committee.

What do I do if my professor is my Faculty Chair?

Should the grade appeal move to Stage 2 of the process (contacting the Faculty Chair) and the professor of the course in which the grade is being appealed is the Faculty Chair, you may write to the Office of the Dean for consideration of a designate. In most cases, it will be another Faculty Chair.

Who do I contact if I'm have questions about the grade appeal process?

If you have questions about the process, or need clarification, you may contact the Office of the Dean in NW300.

Can I bring a person of support with me to meetings?

Students are permitted to bring one person who may act in a supportive or advisory capacity during an appeal. Student Union representatives may act in this role. ombudsperson@ausu.algomau.ca or AUSU in NW 103 can be contacted for inquiries.

What do I include in an appeal letter?

An appeal letter template can be found here within this package. It is important to include facts that support your reasoning for appeal and a suggested solution.

What if I have a concern about the behavior of a faculty or staff member?

If you have a complaint or concern about a staff or faculty member's behaviour you may contact equity@algomau.ca.

How long does the process take?

The Informal Appeal Process can be resolved relatively quickly (2-5 weeks). The Formal Appeal Process takes longer, approximately 2-3 months.

What are common solutions?

It is always suggested that you offer a resolution that you deem appropriate and suited for the situation. Reasonable efforts should be made at each stage of the Appeal Process to reach a satisfactory solution. In most cases, based on the information provided, a decision is made to either re-grade assignments, essays, exams, or not.

I'm located at a satellite campus, do I follow this process?

Yes, any student at a satellite campus would complete this process in person, via email, or via phone.

**for up to date information please refer to the Academic Grade Appeal policy. Any there is any discrepancies, the policy supersedes this package.*

STAGE ONE *(Informal)*

A student may initiate an appeal of a grade at any time before, or within 15 days after, the release of an official report of grades for the course involved.

A student who wishes to appeal a grade (on a specific test or assignment, or the final grade for a course) must first contact the faculty member teaching the course in question. The student and the faculty member should meet to review the grading procedures and the student's grades on individual assignments, essays and exams.

If a student requests that the faculty member re-grade an assignment, essay, or exam, the faculty member should solicit a written statement from the student explaining why the student believes that a different grade is appropriate for the work in question. The student should be informed that re-grading the assignment can result in a grade that is lower, the same as, or higher than the grade initially assigned.

It is recommended that both the student and the faculty member keep records of the informal contacts made.

If such a meeting is not feasible, or is unacceptable to either party, the student may proceed directly to stage two.

Student Checklist:

- Faculty contacted within 15 days of receiving grade*
- Kept records of informal meetings/contacts with faculty*

Helpful Resources:

- Appeal letter template*
- Penalties in the Disciplinary Regulations on Academic Dishonesty Policy (if applicable)*

STAGE TWO *(Informal)*

If the student and the faculty member cannot come to a satisfactory solution, the student may appeal to the Faculty Chair within ten (10) days of the meeting between the student and the faculty member.

The Faculty Chair should try to resolve the dispute in any way that s/he feels is fair and appropriate to the satisfaction of both parties. This will normally involve a meeting with both the student and the faculty member, unless such a meeting is unacceptable to either of the parties. It is recommended that the student, the faculty member, and the Faculty Chair keep records of this informal meeting.

The Faculty Chair may not direct that a different grade be assigned for the work in question.

If a satisfactory solution is not reached, a formal appeal may be initiated within 30 days of the informal meeting/attempt.

Student Checklist:

- Faculty Chair contacted within 10 days of meeting faculty
- Letter outlining appeal provided
- Supporting documentation provided (if applicable)
- Person of support acquired (if applicable)

Helpful Resources:

- Appeal letter template (in this package)
- Faculty Chair Contact Information (in this package)
- Support person, or member of AUSU

STAGE THREE *(Formal)*

A formal appeal may be initiated within 30 days of the informal meeting/attempt.

If satisfactory results are not achieved in either of the two previous stages, the student may initiate a formal appeal process.

A formal appeal comprises a written statement by the student detailing the grounds for the appeal and what would constitute a satisfactory outcome from his/her point of view, and any supporting documentation or evidence that the student wishes to be considered. In the case of an appeal of a grade on an assignment, essay, or test that has been returned to the student, the student must provide a copy of the work in question. Copies of these materials should be given both to the Faculty Chair and to the Dean.

Upon request from the Dean, the faculty member will provide a copy of the student's final exam, in cases where this is relevant to the appeal.

At this point, the Dean (in consultation with the Faculty Chair) will normally attempt further mediation between the student and the faculty member. This will normally involve bringing all parties together face-to-face. If such a meeting is considered unacceptable or futile by either party, written reasons must be given to the Dean by the party in question.

Student Checklist:

- Dean and Faculty Chair emailed within 30 days of Stage two meeting*
- Formal appeal written detailing appeal*
- Supporting documentation provided (if applicable)*
- Person of support acquired (if applicable)*

Helpful Resources:

- Appeal letter template (in this package)*
- Faculty Chair Contact Information (in this package)*
- Support person, or member of AUSU*

STAGE FOUR *(Formal)*

If mediation does not produce a satisfactory result, or if either party refuses to attempt mediation, the appeal is sent to the Appeals Committee by the Dean, with a record of the mediation attempt, or the reason for the refusal of mediation.

The decision(s) of the Appeals Committee is final and binding.

Please see the Grade Appeal Policy for full Stage Four.

Student Checklist:

- Dean is contacted to confirm Stage 4
- Supporting documentation up to date and sent to Dean

Helpful Resources:

- Appeal letter template (in this package)
- Faculty Chair Contact Information (in this package)
- Support person, or member of AUSU

KEY CONTACTS

Students are permitted to bring one person who may act in a supportive or advisory capacity during an appeal. Student union representatives may act in this role.

AUSU Ombudsperson:
ombudsperson@ausu.algomau.ca

Access to on **campus counseling** may be available. For more information please contact Karen Hudson, Student Services Advisor.
Karen.hudson@algomau.ca

The Learning Centre may be able to help with accommodations and access to academic and disability support services on campus.

Barb Muio
Coordinator Learning Centre/Disability Services
learning@algomau.ca
705-949-2301, ext.4221
Office: SH 200

Faculty of Science – Dr. Cheryl Reed-Elder
Cheryl.reed-elder@algomau.ca
705-949-2301 ext. 4337
SH 508

Faculty of Humanities – Dr. Linda Burnett
Linda.burnett@algomau.ca
705-949-2301 ext. 4324
SH 413

Faculty of Social Science – Dr. Neil Cruikshank
Neil.cruikshank@algomau.ca
705-949-2301 ext. 4742
SH 418

Academic Dean -Richard McCutcheon
dean@algomau.ca
705-949-2301 ext. 4130
NW300

Executive Assistant, Office of the Dean - Anna Thorpe
Anna.thorpe@algomau.ca
705-949-2301 ext. 4113
NW300

Director of Human Resources – Darla Pirillo
Darla.pirillo@algomau.ca
705-949-2301 ext. 4112
NW 307

RELEVANT POLICIES

Sexual Misconduct Policy

https://my.algomau.ca/tools/documents/policies/Health,%20Safety,%20and%20Security/Sexual%20Misconduct%20Policy%20and%20Protocol.pdf?_ga=1.215509847.1341785744.1485286607

Information Technology Acceptable Use Policy

https://my.algomau.ca/tools/documents/policies/Information%20Technology/IT%20Acceptable%20Use%20Policy.pdf?_ga=1.245605572.1341785744.1485286607

Access to Student Records

https://my.algomau.ca/tools/documents/policies/Students/Access%20to%20Student%20Records.pdf?_ga=1.182628198.1341785744.1485286607

Code of Conduct Policy (Non-Academic)

https://my.algomau.ca/tools/documents/policies/Students/Code%20of%20Student%20Conduct%20Policy%20%28Non%20Academic%29.pdf?_ga=1.182628198.1341785744.1485286607

Disciplinary regulations on Academic Dishonesty

https://www.algomau.ca/wp-content/uploads/2016/06/disciplinary_regulations_on_academic_dishonesty.pdf

Grade Appeals Policy

https://my.algomau.ca/tools/documents/policies/Students/Grades%20Appeal%20Policy.pdf?_ga=1.219712473.1341785744.1485286607

Special Needs Policy

https://my.algomau.ca/tools/documents/policies/Students/Special%20Needs%20Policy.pdf?_ga=1.114928199.1341785744.1485286607

Social Work Behavior Policy

<https://www.algomau.ca/wp-content/uploads/2016/04/Social-work-behaviour-policy.pdf>

Timmins Students must respect all applicable Northern College Policies. All policies can be found in the Student Handbook here: <http://www.mynorthern.ca/academic-policies/>

LETTER TEMPLATE

NAME

PROGRAM

COURSE CODE

FACULTY NAME

DATE

Dear FACULTY NAME:

Introduction:

- Your introduction should include the **course** you are appealing, the **date** you received your final grade, and **why** you are choosing to appeal the grade.
- Example: *I am writing in regards to my final grade received on DATE in COURSE CODE . I believe I was assessed unfairly/inconsistently based on the following:*

Body:

- The body should include all of you **FACT**-based information relating to the events that took place which may have affected academic progress.
- **If** you can speak to the following points, be sure to include that information to help strengthen your appeal:
 - o *The course requirements or course outcomes as described in the course outline were not adhered to. A copy of the course outline must be attached by the student and referenced within the appeal submission identifying which course requirements and/or course outcomes were not adhered to.*
 - o *The student was assessed unfairly/inconsistently. Copies or examples of documentation verifying unfair and/or inconsistent assessment must be attached by the student with the appeal submission.*
 - o *A policy or process exists that impact adversely on the academic progress of a student. A copy of the policy or process must be attached by the student and referenced within the appeal submission identifying the sections that impact adversely on the academic progress of the student.*
- If the points above do not match your fact-based information, please highlight the points you do have in this section.
- Be as specific as possible in this section (ex. include dates, times, email correspondence)

Note: Condescending or inappropriate language/phrasing may not be used in this letter at any time.

Proposed Resolution:

- Be sure to include what you hope the outcome of this appeal will be (your proposed resolution).
- Example: I would like to be given an opportunity to prove I know the course material; be it through an additional assignment/test, or opportunity you see fit.

Sincerely,

NAME