

DEPARTMENT OF MATHEMATICS AND STATISTICS

Procedure for Academic Appeals

This policy covers student academic appeals on grades, made to the Chair of the Department of Mathematics and Statistics, under Academic Regulation 12 i) b).

1. As per AR 12, the student must make the appeal in writing, within one week of the instructor's decision on the informal appeal. This must contain a detailed rationale for the appeal.
2. The student may meet with the Department Chair to clarify their case and to answer any questions from the Chair if requested.
3. In cases where a grade(s) on a specific exam, test, project, assignment, etc is (are) being appealed, the Chair shall ordinarily have a minimum of two faculty members (other than the course instructor) independently re-read the paper in question and provide the Chair an opinion regarding the appropriateness of the grade. "Ordinarily" is here meant to indicate cases where there are two faculty members with appropriate expertise in the subject.
4. In cases where the appeal is based on a matter of process, the Chair shall consult with a minimum of two faculty members before making a decision.
5. The Chair shall render a decision to the student, as promptly as possible, preferably within 2 weeks of receiving the appeal.

Date: February 28, 2007