

COFAC STUDENT PROCEDURAL APPEAL GUIDELINES AND PROCEDURES (November 2018)

When a student disagrees with a course grade, the student has a right to appeal. This document outlines the student appeal process in COFAC for procedural appeals which concern errors in procedures when determining a grade. This may include actions by the faculty that are inconsistent with the course syllabus or university policies.

(1) Write an email to the instructor. When a student is dissatisfied with a grade or a charge of academic dishonesty, the student should begin by writing to the instructor. **(1A)** This email could request a meeting with the instructor. Sometimes problems regarding miscalculation of points or other misunderstandings can be resolved in a conversation. **(1B)** Or this email could be a written appeal to the instructor expressing specific concerns. The instructor must respond to a student's written appeal within 10 business days (in writing) regarding their decision. The written appeal could also be used if the student is dissatisfied with the verbal explanation provided by the student/instructor meeting.

(2) Write an email to the Department Chair (or Program Director). If the student is dissatisfied with the instructor's written response, the student may write a letter to the Department Chair (or Program Director in the case of graduate courses) attaching a copy of the instructor's written response. The Chair/Program Director will review the appeal and gather facts relevant to the case. The Chair/Program Director may ask to meet with the student if further clarification is needed. The Chair/Program Director will inform the student in writing within 15 business days regarding the decision. [If the Chair/Program Director is the instructor, the student should skip this step and appeal directly to the Associate Dean.]

(3) Write an email to the Associate Dean. If the student is dissatisfied with the Chair's/Program Director's written response, the student may write a letter of appeal to the Associate Dean. Copies of prior responses from the instructor and Chair/Program Director must be attached. The Associate Dean will review the appeal and gather facts relevant to the case. The Associate Dean may ask to meet with the student, instructor, and Chair if further information is required. The Associate Dean will inform the student in writing within 15 business days of the decision regarding the appeal.

(4) Write a letter to the Academic Standards Committee. If the student is dissatisfied with the decision of the Associate Dean, the student may appeal the decision by submitting a letter to the Academic Standards Committee, c/o the Registrar's Office. In the case of graduate courses, the students may appeal the decision by submitting a letter to the Graduate Committee, c/o the Associate Dean of the Office of Graduate Studies. Copies of letters from the instructor, Chair, and Associate Dean must be attached. The Academic Standards Committee or the Graduate Committee will inform the student in writing of its decision regarding the appeal. The decision of the Academic Standards Committee or the Graduate Committee is final.