Procedure for Academic Appeals

School of Mathematical and Computational Sciences
(Approved April 3, 2017)

This policy covers student academic appeals on grades, made to the Associate Dean of the School of Mathematical and Computational Sciences (in lieu of a Chair), under Academic Regulation 12 of the UPEI Calendar.

As per Academic Regulation 12, the student must make the appeal, in writing using the SMCS Academic Appeal Form, within one week of the instructor's decision on the informal appeal. This must contain a detailed rationale for the appeal. Appeals must be based on the principle(s) of bias and/or unfairness (typically with respect to the grading process) that have not been addressed by the instructor, and the reasoning behind the student's belief that this is the case must be clearly explained. The School will not entertain appeals based solely on the principle of the instructor's choices in marking criteria (assuming these criteria have been equally applied within the course). The School will not entertain appeals that it determines to be frivolous or vexatious.

In the event of an appeal being made concerning a grade assigned by the Associate Dean, the Associate Dean will appoint another School faculty member to act as arbiter of the appeal.

The Associate Dean (or arbiter) may request a meeting with the student to clarify the details of the appeal.

In cases where a grade(s) on a specific exam, test, project, assignment, etc. is (are) being appealed, the Associate Dean (or arbiter) shall ask the instructor to supply up to two additional examples of work(s) that was (were) scored approximately equally (for comparison purposes), if available.

In all cases, the Associate Dean (or arbiter) will form an ad-hoc committee, consisting of two additional faculty members (regular and/or sessional, other than the course instructor) to examine the validity of the appeal.

The Associate Dean (or arbiter) shall render a decision to the student as promptly as possible, preferably within 2 weeks of receiving the appeal.