

Overview – Review of Course Grades

Informal Resolution

Student contacts Course Leader within 5 working days of the announcement of grades

**On grounds of administrative error in recording or calculating the mark or result, or other circumstances that impact the course grade awarded*

Course Leader to notify student of the result no later than 13 working days following the announcement of grades

Formal Procedures

Student submits request in writing to College or School Dean within 22 working days of the announcement of grades

**On grounds of:*

- procedural irregularity which includes assessment not conducted in accordance with the Academic Regulations or with the arrangements prescribed for the course
- extenuating circumstances, for valid reasons, not brought up

If prima facie case established, the case will be referred to the College/School Grade Review Committee for consideration

If there is no prima facie case

College or School Dean to notify student of the result no later than 54 working days following the announcement of grades

College or School Dean to notify student of the result no later than 32 working days following the announcement of grades

The decision is final

Appeal Against the Decision of Formal Review

Student submits request in writing to Associate Provost (Academic Affairs) within 10 working days following receipt of the decision of the formal review

**On grounds of procedural irregularity in the review process of the College/ School Grade Review Committee*

If prima facie case established, the case will be referred to the Academic Review Committee for consideration

If there is no prima facie case

Associate Provost to notify student of the result normally no later than 27 working days following receipt of the appeal

The decision is final

Associate Provost to notify student of the result no later than 10 working days following receipt of the appeal

The decision is final