

STUDENT GUIDE TO AVOIDING ACADEMIC APPEALS

Students sometimes find themselves in circumstances which affect their academic performance. Students sometimes believe that they should continue to the end of the semester, see how they do, and then appeal their grade or academic standing if they do not succeed.

Basic Principles:

- You should be aware that failure to deal with unforeseen circumstance when they arise will jeopardize your ability to appeal a grade or academic standing. You must consult with your professors, or with your Chair/Director, on accommodations and considerations as soon as they are needed.
- Students sometimes claim that they are “too shy” to discuss their personal situation with their instructors in order to ask for considerations.
 - You should be aware that you do not have to discuss the details of your situation, but you do need to inform instructors that you have a problem. If you wish, you may discuss your situation with your Chair/Director (or other student affairs person in your school or department) so that you do not have to discuss it with each professor individually.
 - You should also be aware that if you do not bring the situation to the attention of your professors, and you decide to appeal, you will have to tell your circumstances to many people, and put them in writing.
- Grades are a measure of your knowledge. Ryerson is committed to giving students a fair opportunity to learn, but ultimately, if you do not have the knowledge you do not qualify for a Ryerson degree. Grades will not be increased because you want them to be – you must be able to demonstrate that you have the knowledge that everyone else with that grade (or academic standing) has. Grades are not given – they are earned.

Responsibilities:

- **Religious Obligations:** If there is a test, exam or assignment due date that conflicts with a religious obligation, you must notify your instructor. You should use the form available at www.ryerson.ca/senate/forms/relobservforminstr.pdf. The policy is found at www.ryerson.ca/senate/policies/pol150.pdf.
- **Accommodation for Disability** – If you require an accommodation for a disability, you should contact the Access Centre. Any accommodation must be presented to the professor as soon as possible, and may not be presented after the fact. The professor may wish to discuss accommodations with you and the Access Centre to ensure that they are appropriate.
- **Regrading or Recalculation:** Requests for the regrading or recalculation of your work must be made to your instructor within ten (10) working days of the date the graded work is returned to the class. It is your responsibility to discuss your work with your professor, and he or she may ask you to put your request in writing detailing where you believe the grading is incorrect.
 - If your professor does not regrade your work, or if you still believe that there is merit to your concern, you may request a formal regrading from your Chair/Director. You must submit a detailed outline of where you believe the grading is incorrect. Be aware that your grade could go down (or up, or remain the same). The result of the regrading is the grade that is recorded.
- **Medical or Compassionate:** Documents for the missing of a test, exam or assignment due date must be submitted within three (3) working days. This should normally be done on a Ryerson Medical Certificate, but if you get a note from a physician it must contain all of the information required on the form, and you must submit the affidavit (the top part of the form) with the note. Your certificate must be for the period of time in question. Your Department/School has the right to verify the validity of the certificate. You are responsible for notifying the instructor, as soon as possible, if you will be missing a test or exam.
- **Consideration in more than one course:** If you have an illness or other situation, which affects your overall academic performance, you must consult with your Chair/ Director who will make recommendations on a plan for your studies and will inform your instructors. (You must still contact your instructors to verify the details.)
- **Academic Appeals** – The policy can be found at www.ryerson.ca/senate/policies/ and the forms at www.ryerson.ca/senate/forms/.