# UNDERGRADUATE ACADEMIC CONSIDERATION AND APPEALS

**OUTLINED PROCEDURES**

**Consult the *Policy on Undergraduate Academic Consideration and Appeals* (policy #134) for details.**

**This outline does not include all that you need to know about the process.**

| Situation | Policy section | Procedure |
|---|---|---|
| **ACADEMIC CONSIDERATION (Section I)** | | |
| General Regulations | IA | |
| Request for an **academic accommodation or alternate arrangement** based on:<br>• Missed exam/assignment -Religious Observance<br>• Disability<br>• Missed exam/assignment – Medical or compassionate<br>• Inability to complete term work in more than one course | IB<br>IB1<br>IB2<br>IB3<br>IB4 | **It is essential that you deal with all matters which may affect your academic performance in a timely way. Failure to do so will jeopardize an appeal.** Follow the various guidelines, forms and policies as listed. Requests are made to individual instructors, except in the case where there is a need for alternate arrangements in more than one course due to an unforeseen circumstance. In this case, the Chair/Director should be consulted. Medical documentation for a missed assignment, test or exam must be presented within 3 working days of the missed work. |
| Request for a **grade reassessment** on an assignment, test or exam based on<br>• Regrading<br>• Calculation Error | IC<br>IC.1<br>IC.2 | A request for grade reassessment must be made to the instructor within 10 working days after the work is returned to the class. If there is no resolution, the Chair/Director may be consulted for assistance or to request a formal regrading. |
| Course Management Issues | ID | Concerns about deviations from a course outline or how a course is taught or managed should be raised with the instructor or the Chair as soon as the situation arises. |
| **ACADEMIC APPEALS (Section II)**<br>**Appeals forms and instructions are available on www.ryerson.ca/senate**<br>Deadlines for appeals to the Department/School are published in the Calendar.<br>Students may seek advice from a Ryerson Student Union (RSU) or Continuing Education Students' Association of Ryerson (CESAR) student advocate. Students may consult the Ombudsperson at any time. | | |
| **Course Grade Appeals** may be made to Department/School in which the course is taught on one or more of the following grounds:<br>• Medical<br>• Compassionate<br>• Course Management<br>• Prejudice<br>• Procedural Error | IIA<br>IIE1<br>IIB | Appeals may be launched when there has not been satisfactory resolution of an academic concern in consultation with the instructor, or with the assistance of the Chair/Director. There may be no appeal based on issues which have already been resolved. Failure to request consideration in a timely manner will jeopardize an appeal. The grounds for appeal are very specifically defined in section IIA. |
| • **Standing Appeals** may be made to a student's Department/ School. Since academic standing is specifically related to grades; students must clearly explain why they should be treated differently from other students | IIC<br>IIE1 | Students should seek guidance from the Chair/Director as soon as any unforeseen situations that may affect their standing arise. If there is both a grade appeal and a standing appeal, the grade appeal must be heard first. A copy of the grade appeal must be filed with the standing appeal (see instructions). |
| **Appeals to the Faculty Level** may be made within 10 working days of receipt of the decision of the Department/School. Grade appeals must be submitted in person to the Dean of the Faculty in which the course was taught and standing appeals are made to the student's program Faculty.<br>Students may get a *Notice of Intent to Dismiss* appeals that do not comply with the policy. | IIE.2<br><br>III | Students may receive their decision either in person, fax or e-mail by arrangement, or by mail. If the decision is mailed students must retain the postmarked envelope to show date of receipt. Appeals forms and instructions include more details.<br><br>If a student wishes to contest a dismissal, he or she must provide written response within 5 working days addressing the issues raised in the Notice. (see section for details) |
| **Final appeals** may be submitted in person to the **Senate Appeals Committee** within 10 working days of receipt of the decision of the Faculty level.<br>Students may get a *Notice of Intent to Dismiss* appeals that do not comply with the policy. | IIE.3<br><br>III | Students must submit complete appeals forms, including all documentation and copies of all previous levels of appeals and response letters to the Secretary of Senate (Room JOR-1227). Hearings will be held as soon as possible after receipt of the appeal. See above for *Intent to Dismiss.*<br>Decisions of the Senate Appeals Committee are final and binding. |