Western Science

Course Grade Appeals Form for Science Courses

See the Appeals Policy and Procedures, including appeal deadlines, here:
appealsundergrad.pdf (uwo.ca)

NOTE: Please submit your appeal form to the Undergraduate/Department Chair as found here.

COURSE GRADE APPEALS

Course grade appeals (Category 1) are intended to address specific procedural errors and ensure the fair and consistent application of academic policies such as:

- Discrepancies in the application of grading criteria.
- Errors in the calculation of final grades.
- Non-adherence to stated examination procedures.

Category 1 appeals *do not* include:

- Appeals based on compassionate, medical grounds, or personal circumstances.
  - These fall under Category 3.

STUDENT INFORMATION: **DATE:**

First & Last Name:

Student Number:

Western Email Address:

BACKGROUND ABOUT YOUR APPEAL:

A. **Course Information:**

Course Number (eg. STATS 2244a)

B. **What component/situation is being appealed?** *(Check all that apply)*

- ☐ Assignment/Essay
- ☐ Course Grade
- ☐ Lab
- ☐ Quiz/Test/Midterm/Final Exam
- ☐ Other (specify)

C. **Value of component**: (e.g. 10% of final grade)

D. **Date in which you received your mark:**

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DETAILS ABOUT APPEAL:

A. The first step of the grade appeal process is a meeting or email correspondence with your **Course Instructor**. Please describe your consultation with the instructor (indicate the date of your interaction, provide emails, if applicable, and describe the result). If the instructor is not available or failed to respond to your request within 7 calendar days, state so explicitly.

B. Why are you not satisfied with the response provided by your Course Instructor? Provide your grounds and cite any applicable policy in the Western Academic Calendar (e.g. the fairness of your assessment in the course). Your argument should not contain any reasons that have not been presented to the instructor.