

# How to Appeal a Final Grade

For students who want to request a formal reassessment of a specific component of a course assessment. Each Faculty has an appeal process for other considerations of appeal that are not reassessment.

You can reach out to [ombuds@dal.ca](mailto:ombuds@dal.ca) for further discussion.

## 1

### START INFORMALLY

If you have questions or concerns about a grade, you are encouraged to discuss them with your instructor. If the matter cannot be resolved informally, you can begin a formal reassessment.

## 2

### FORMAL PROCESS

Fill out **Request for a Reassessment of a Final Grade Form** submit to Registrar's office

#### FORM

Identify specific component you wish to have reassessed and grounds for your request

## 3

### SUBMISSION

Your completed form can be submitted to the Registrar's Office.

A \$50 fee (refundable if the grade is changed) is paid to the Registrar's Office when you submit your form.

## 4

### REASSESSMENT

Registrar will forward request to Dean of Faculty or Director of the college/school

Reassessment is carried out through procedures developed within faculty/school by a qualified person not responsible for original evaluation

## 5

### DECISION

Once reassessment is completed, you will be notified by Registrar's office of the outcome

If reassessment results in assignment of new grade (higher or lower), the new grade will replace the original grade