

Appeal Procedure

An appeal is intended to identify and compensate for an irregular application of procedures or criteria described in a course outline. Before submitting an appeal request, a student is encouraged to consult with the instructor. This often resolves a misunderstanding or a simple grading error and avoids a lengthy appeal process. If not, a student may submit an appeal form or an equivalent letter to the Architecture office, along with the \$50 fee (noted in the calendar). The request must indicate:

- the student's name, student number, address, phone number, and e-mail address
- the course number, course title, term, and instructor
- the assignment(s)
- the reason for the appeal, citing specific procedures or criteria in the course outline [it's not enough to say merely that your work deserves a higher grade]

The assignment(s) must be submitted at the same time as the appeal request. Physical drawings should be submitted in a portfolio or tube.

A request must be made by: March 1 for fall grades; July 1 for winter grades; November 1 for summer grades, but an earlier submission will enable an appeal to be resolved earlier. The student may request assistance from the Dalhousie Student Advocacy Service: www.dsu.ca/dsas.

An appeal committee includes two faculty members who did not teach in the course but teach in the same stream (Design, Humanities, Technology, or Professional Practice), plus a more senior student appointed by the Dalhousie Architecture Students Association. When a request is received, the School's appeal coordinator (who is not a member of the committee) initiates this process:

Before the meeting, the appeal coordinator:

- reviews the appeal letter and the assignment(s) to confirm that they are complete
- gives the instructor a copy of the student's appeal letter
- asks the instructor for a written response to the appeal letter
- gives the student a copy of the instructor's written response
- asks the instructor for the course outline and any evaluation notes issued to the student
- asks the instructor to obtain comparable assignments from two other students (normally, one that received the same grade and one that received a higher grade)
- asks the DASA president(s) to arrange for a more senior student representative on the committee
- arranges for two eligible faculty representatives on the committee
- schedules the appeal meeting when the committee, student, and instructor can attend

At the meeting, the appeal committee:

- reviews the written submissions from the student and the instructor
- reviews the course outline, including the evaluation criteria
- reviews the student's assignment(s) and the comparative assignments
- invites the student and the instructor into the meeting to discuss the appeal
- after the student and instructor have left, decides if the grade should be changed, then prepares a brief statement that explains its decision
- forwards its statement to the appeal coordinator

After the meeting, the appeal coordinator:

- forwards the appeal result to the student, the instructor, the committee, and the School office
- returns the student's assignment(s) and the comparative assignments
- if appropriate, submits a grade change form to the Architecture office (a grade change resulting from an appeal does not require approval by the School of Architecture)

If the grade is changed (either raised or lowered), the \$50 fee is refunded to the student.