

## Appeal Request

An appeal is intended to identify and compensate for an irregular application of procedures or criteria described in a course outline. An appeal request must be submitted to the Architecture office by:

• **March 1 for fall grades**    • **July 1 for winter grades**    • **November 1 for summer grades**

accompanied by the \$50 fee, preferably in the form of a cheque payable to Dalhousie University. Your assignment(s) must be submitted to the Architecture office at the same time. Manual drawings should be submitted in a portfolio or tube. Digital drawings should be submitted as PDFs to arch.office@dal.ca. For a description of the appeal procedure, please refer to the "Appeal Procedure" memo for Architecture.

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### Student

name:

student number:

current address:

e-mail address:

phone number:

signature:

date:

Do you wish to attend the appeal meeting?    yes • no

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### Course

title:

course number:

instructor:

term:    fall • winter • summer

year:    20\_\_

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### Assignment(s) submitted

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### Reason for appeal

(Note: It's not enough to say merely that your work deserves a higher grade. Please refer to procedures or criteria in the course outline. Attach an extra sheet if necessary.)

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### Appeal result

 (to be completed by the chair of the appeal committee)

faculty representative:

date of appeal meeting:

faculty representative:

assignment grade before appeal:

DASA representative:

assignment grade after appeal:

\_\_\_\_\_ chair's signature